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ABSTRACT

This document presents the full text of a self-paced library skills workbook which was piloted in fall 1984 in all sections of freshmen English composition courses at Georgia College. The workbook text is divided into four units of instruction: (1) An Introduction to Georgia College's Russell Library; (2) The Divided Card Catalog Revisited and an Introduction to Periodical Indexes; (3) An Introduction to Selected Specialized Indexes and Reference Sources in the Field of Literature; and (4) Extended Practice in the Use of Selected Specialized Indexes and Reference Sources in the Field of Literature. Study of the first two units includes an audiotaped self-guided tour of the college library; the last two units are strictly in written form. Supplementary materials such as audiotape scripts, evaluation instruments, and evaluation results are included in the appendices. The workbook also includes a bibliography of sources covered, with call numbers or location notes. (Author/THC)

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AN INTRODUCTION TO
YOUR
COLLEGE LIBRARY:
Making It Work For You

developed by

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for use in

English 102 Library Skills Instruction

Georgia College, 1984-1985

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This workbook would not have been possible without the cooperative efforts of many people. A special thanks is in order for the Georgia College Department of English Faculty for their patience, cooperation, and appreciation of the library instruction program as it has evolved over the past two years. Thanks also to the staff in Duplicating Services for their work in photocopying and assembling this workbook, and to Mr. Ron Lerner for designing the cover. Last, but certainly not least, a very special thanks to all the former English 102 students who have offered their constructive criticism over the past two years toward the improvement of Georgia College's library instruction program.

INTRODUCTION

Without a doubt, since you now find yourself in a college English course, you attended high school somewhere. Without a doubt, your high school had a library, learning resource center, media center, or some such animal. Now, your familiarity with your high school library is NOT without doubt. Were you a regular library user in high school? Are you one of the lucky students who comes from a high school where library instruction is emphasized in the curriculum and is presented in a way that doesn't turn students off? Or, are you one of the students who's reading this introduction, scratching his head thinking, "'Liberry'? 'Liberry'? Yeah, I been to one of them before!" Regardless of what kind of high school you come from, there are certain things that you need to know about Georgia College's Russell Library, not only in order to make it through English 102, but also to make the remainder of your college career a much richer, pleasurable, easier learning experience.

Granted, there are certain characteristics of libraries which are universal to all libraries--whether they are academic (college) libraries, public libraries, or school libraries. We're talking about the card catalog, reference books, the circulation desk, overdue fines, etc. However, if you've already paid a visit to this library you might have noticed that it's bigger than your school library. And all the previously-mentioned "universal" things are bigger than what you are probably accustomed to, and different in certain ways. So how do you learn these things which are

specific to Russell Library? There are a number of ways that we, the library staff, have to teach library users about our organization--we have student and faculty handbooks; specialized "how-to" handouts; we work with students individually on an "as-needed" basis when they come to the library with a specific need; and last, but not least, we have this workbook. Ideally, the individualized, face-to-face help is the best kind of library instruction possible. Realistically, with an average of 3500 students per academic session, and a limited library staff, individualized instruction is not always possible...hence, the handbooks, the handouts, and this workbook.

This library skills instruction workbook has been developed by the library staff in an effort to orient English 102 students to the locations and uses of basic library materials. If you noticed the Table of Contents page, you already know that the workbook is divided into four distinct units of instruction. The units move from general library concepts to more specialized concepts regarding major reference sources available in the Russell Library collection. At the end of each unit, there is an exercise which reviews the major points covered in the unit. All English 102 students are required to work through this workbook and complete each unit exercise. These exercises are turned in at the library Circulation Desk and graded by a librarian.

While these "exercises" might sound a whole heck of a lot like "tests," they really aren't tests at all--when working through these exercises, you may use the workbook text to find answers and explanations. The purpose of the unit exercises is to determine whether or not you have mastered the basic content of each unit. The unit exercises are graded on a pass/

fail basis; in order to pass a unit exercise, you must score 70% or better. If you do not make a passing score you should contact the Instruction Librarian for special assistance.

This workbook is unlike many traditional workbooks because to complete each unit you will need to go to the library. After all, the workbook is introducing you to library organization and specialized materials, and these materials are located in the library! Another non-traditional aspect of the workbook is that Units I and II include audio tapes, which give you a self-guided tour of Russell Library and point out major locations and materials, such as the card catalog and Periodicals List. Therefore, in order to complete Units I and II (unless you CLEP them!) you'll have to go to the Circulation Desk, where they will provide you with the appropriate tape, headphones, and a tape player. More specific instructions are given with each unit.

By now you may be wondering, "Why bother with all this? I have more important things to do with my time!" Experience and testimonies from previous English 102 students who wondered the same thing initially, have shown that this sort of instruction on the use of the library is worthwhile--and its worth will become increasingly apparent to you as you continue your college education. Many is the time that we've had students come back to us several quarters later to say that the library instruction they had in English 102 "sure did help them" when it came time to write a term paper in another course (and the other courses usually aren't even English courses, but courses like history, political science, or psychology, to name but a few). Another good reason for this instruction is that it is specifically designed to assist you in writing the required documented theme in English 102 by identifying the best places to start in your

search for materials to write your theme. One last important point is that your mastery of the information presented in this workbook will be formally tested and will contribute a percentage to your final English 102 grade. This test will be administered around mid-term in your English 102 class; the specific test date will be determined by your English 102 instructor. Once you know this test date (again, approximately mid-term), it should be obvious to you that you will need to complete all four units prior to that date in order to do your very best on the test. You will not be allowed to use the workbook text during the formal test. Just keep in mind that your score on the library skills test could make the difference between that "A" or "B" as your final course grade! There is a section at the end of this workbook ("Review Exercises for In-class Examination") which will help you study for the in-class examination.

Before presenting an instructional outline/overview of each library skill unit, we would like to close this introduction with a sincere comment or two. Russell Library is YOUR library! If you weren't here, we wouldn't be here. We are here to serve you! All too often, people have less-than-positive stereotypic images of libraries, and librarians in particular, as being cold, unfriendly, or unhelpful. We at Russell Library take great pride in combating these unfortunate stereotypes by trying always to provide help and assistance in a friendly way. Our goal is one of service to students, staff, faculty, and administrators!

INSTRUCTIONAL OVERVIEW OF THE UNITS

UNIT I: An Introduction to Georgia College's Russell Library

Instructional Goal: To introduce English 102 students to the standard operating policies of Georgia College's Russell Library and to the locations of major resource areas within the library; also, to

introduce students to the organization of the Russell Library card catalog.

Behavioral Objectives:

After listening to the audio tape presentation and reading several informational handouts (workbook text), English 102 students will demonstrate their understanding of the following policies, locations, and concepts by scoring at least 70% on a written objective post evaluation exercise:

- book circulation policy/fine policy;
- location of reserve materials;
- various specialized areas within the library;
- location and purpose of the Information Desk;
- location and basic organization of the card catalog; and
- location and basic organization of the Periodicals List.

UNIT II: The Divided Card Catalog Revisited and an Introduction to Periodical Indexes

Instructional Goal: To provide English 102 students with further exposure and hands-on experience with the divided card catalog, specifically in the area of literary subject searches; also, to introduce the students to general periodical indexes such as Reader's Guide to Periodical Literature and Magazine Index.

Behavioral Objectives:

After listening to the audio tape and reviewing the workbook text for Unit II, English 102 students will demonstrate their understanding of card catalog subject searches and the basic organization of Reader's Guide to Periodical Literature and Magazine Index by scoring 70% or higher on a written objective post evaluation exercise. Specific content areas to be included in this unit of instruction are as follow:

- verification of major literary subject headings used in the card catalog;
- basic organization of the Library of Congress Subject Headings and its abbreviations;
- obtaining bibliographic data from catalog cards;
- basic distinction between Dewey Decimal and Library of Congress call numbers and their respective locations in Russell Library;
- given call numbers, being able to actually locate books on the shelves;
- conducting a simple subject search in Reader's Guide and Magazine Index;
- decoding citations using preliminary pages of Reader's Guide;
- determining if Russell Library subscribes to cited journal titles by using the preliminary pages of Reader's Guide and/or the Periodicals List;
- using the Periodicals List to determine specific issue holdings in Russell Library; and
- determining holdings locations based on periodical format, i.e., bound, unbound, microfilm.

UNIT III: An Introduction to Selected Specialized Indexes and Reference Sources in the Field of Literature

Instructional Goal: To introduce English 102 students to the concept of specialized reference sources within a particular discipline, specifically, the field of literature; to introduce students to selected specific reference sources which will be of value to them in writing their documented themes.

Behavioral Objectives:

After working through the workbook text English 102 students will demonstrate their understanding of the purposes and uses of selected specialized indexes and reference sources in the field of literature by scoring 70% or higher on a written objective post evaluation exercise. Specific content areas to be included in this unit of instruction are as follow:

- basic organization and content of the following sources:
Humanities Index, Essay and General Literature Index, The Reader's Encyclopedia, A Dictionary of Literary Terms, Twentieth-Century Short Story Explication, Encyclopedia of World Literature in the Twentieth Century, and Contemporary Literary Criticism;
- conducting simple subject searches in each of the above-mentioned specialized sources; and
- the distinction between general reference sources and specialized reference sources.

UNIT IV: Extended Practice in the Use of Selected Specialized Indexes and Reference Sources in the Field of Literature

Instructional Goal: To provide English 102 students with extended practice in the use of selected specialized indexes and reference sources in the field of literature.

Behavioral Objectives:

After working through the workbook text, English 102 students will demonstrate their increased understanding of the use of specialized indexes and reference sources by scoring 70% or higher on an objective written post evaluation exercise. Specific content areas to be included in this unit of instruction are as follow:

- search practice on specific topics in the specialized indexes and reference sources introduced in Unit III, and
- locating and answering organizational questions regarding specific literary sources introduced in Unit IV.

THE CLEP COMPONENT

CLEP is an acronym which stands for "College-Level Entrance Program." The concept of CLEP involves providing a means by which students can move more quickly into new material, thus avoiding unnecessary repetition of things they already know. As mentioned in the Introduction, the units move from general library concepts to more specialized concepts regarding major reference sources available in the Russell Library collection. Depending upon your experience in using libraries, you may already know the material covered in Units I and II. If you do, why go through a lot of unnecessary repetition? Repetition is not the purpose of this workbook--that's why a CLEP component was developed and included here. If you pass the CLEP test which follows (a score of 70 or better), you may skip Units I and II and begin with Unit III.

The CLEP examination is divided into two parts: Unit I questions and Unit II questions. Each part is graded separately, therefore, you could pass both or pass only one part. You MUST, however, pass Part One of the CLEP (the Unit I questions) in order to skip over to the Unit III material in the workbook, i.e., if you fail the Unit I portion of the CLEP, but pass the Unit II portion, you must still begin with the Unit I section of the workbook and complete ALL units.

If you have a general familiarity with library organization and procedures you will want to take the CLEP exam. Even if you don't feel like you have a good grasp of library concepts you'll want to look it over to see the types of information that will be presented in Units I and II.

There is NO PENALTY if you take the CLEP exam and do not score 70 or better on Part One and/or Part Two.

Given the purpose of any CLEP exam, you should not try to study or "cram" for the test...it's testing what you supposedly already know. If you do study or have someone's help on the CLEP you will be setting yourself up for problems with Units III and IV. Most importantly, if you skim over the material in the workbook without serious consideration you will do poorly on the Library Skills Examination at mid-term and your final grade for the course will be effected.

Be sure to read all instructions very carefully. If something is confusing or if you have any questions, ask a library staff member for help. GOOD LUCK!!

NAME: _____ Eng. 102 Library Skills CLEP Exam

Eng. 102 INSTRUCTOR: _____ Soc. Sec.#: _____

Instructions: Answer each of the following questions as indicated. Remember, the purpose of the CLEP is to test what YOU already know...you should not have studied for this exam; WORK ALONE! Each part of this test will be graded separately. Each question counts 10 points. In order to CLEP one or both of these units you must score at least 70 on each part. You MUST pass Part One in order to get any CLEP credit. GOOD LUCK!!

PART ONE (Unit I Questions):

1. True or False? (circle one) Reserve materials are those books and articles which are not circulated because they are needed for everyone in a particular class. They are kept at the Circulation Desk.
2. True or False? (circle one) The Periodicals List is an alphabetically arranged file of the magazines we subscribe to at Russell Library.
3. A reference book is distinguished from other books in that: (circle one)
 - A. there is no distinction between the two.
 - B. it provides specific bits of information on various subjects.
 - C. it should be read thoroughly from cover to cover.
 - D. it may cover one subject or many subjects.
 - E. both B and D above.
4. What is meant by the term "divided catalog" (as in card catalog)? _____

5. A book may be looked up in the card catalog three different ways. What are they?
(1). _____ (2). _____ (3). _____
6. Periodical indexes such as Reader's Guide and Education Index are all kept together on tables on the first floor of the library. True or False? (circle one)
7. True or False? (circle one) If you were looking for a book ABOUT a person you would go to the subject side of the card catalog.
8. The group of numbers and letters in the upper left corner of a catalog card are known as _____ (two words). They are unique to a particular book and are used to locate the book on the shelves.
9. True or False? (circle one) Microfilm is kept in a special group of cabinets at Russell Library. They are arranged alphabetically by title.

PART TWO (Unit II Questions):

1. Put the following Dewey call numbers in the order they would appear on the shelves:

384.01	384	383.99	383.9	383.99
B97	B97	B79	K82	B2

2. Put the following Library of Congress call numbers in the order they would appear on the shelves:

LB	LB	LB	LB	LB
370	730	307	703	370
A86	K94	H37	H37	A25

3. True or False? (circle one) The prefatory (or preliminary) pages in Reader's Guide have a table of abbreviations which help in "decoding" a citation.
4. True or False? (circle one) Just because a citation is in Reader's Guide does NOT mean that we have the magazine in this library; you have to check the Periodicals List to see if we have the issue you want.
5. True or False? (circle one) Bound and unbound magazines are all kept together in a section on the first floor of the library.
6. The following is an example of a magazine listing from the Periodicals List:

LIFE	B 1937 - Dec. 29, 1972
	UB Oct., 1978+

Answer the following about the above example:

- (a). If you wanted the April, 1943 issue of Life, in what form (bound, unbound, or microfilm) would it be? _____
- (b). Which issues of Life magazine exist in bound format? _____
- (c). From Oct., 1978 to the present Life magazine is in what form? _____
7. The following is an example of a card from the card catalog:

	The carnivores
599	
E94c	Ewer, R. F.
	The carnivores (by) R. F. Ewer.
	Ithaca, N.Y., Cornell University Press
	1973.
	xv, 494 p. illus. 25 cm.
	Bibliography: p. 416-453.

Answer the following about the above example:

- (a). Is the above card an author card or title card? _____
- (b). Who is the publisher of the book? _____

SPECIAL INSTRUCTIONS!!

After you have completed this CLEP test you must turn it in at the Circulation Desk for grading—your grade will be posted in a day or so. If you pass this CLEP component you may skip Units I and II and begin with Unit III in your workbook.

UNIT ONE:

An Introduction to Georgia College's Russell Library

As pointed out in the Introduction, Unit I is designed to introduce you to basic locations and general library organization. Specifically, information is presented on library hours, circulation policies and procedures, services, and the card catalog.

Unit I consists of several pages of print information and an instructional audio tape. In order to complete Unit I you must go to the library Circulation Desk and request a cassette player and the English 102 Unit I audio tape. Further Unit I instructions are given on the tape.

At the end of the Unit I material there is a post evaluation exercise. As mentioned in the Introduction the post evaluation exercises for each of the units are not tests in the strictest sense of the word because you are allowed to use the workbook text (and the audio tape if necessary) to locate and verify answers. The purpose of the post evaluation exercises is to allow you practice at applying and recalling the information presented before going any further in the workbook.

Always remember, if you have any questions regarding this unit or any other unit, ask a library staff member for assistance.

SOME GENERAL INFORMATION ABOUT GEORGIA COLLEGE'S RUSSELL LIBRARY

<u>Library Hours:</u>	Monday-Thursday	8:00 a.m. - 10:00 p.m.
	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	1:00 p.m. - 5:00 p.m.
	Sunday	2:00 p.m. - 10:00 p.m.

Circulation Policies and Procedures:

Books - may be checked out for four (4) weeks at a time; may be renewed.

Magazines and Newspapers - do not circulate, however, they are accessible during all library hours.

Reference Materials - do not circulate.

There is no limit to the number of books that you may check out at one time.

You must present a validated student I.D. at the Circulation Desk in order to check out materials.

Overdue Fines:

Books - five (5) day grace period, then 25¢/day up to \$10 per item.
Overnight Reserve Materials - 25¢ per hour.

Services:

Copying - for the convenience of library users, the library has photocopiers for both print and microfilm materials. The cost per copy is 10¢. If you need assistance in operating the copiers, please ask at the Circ. Desk.

Interlibrary Loan (ILL) - materials that we do not have in this library are often available from another institution. This process usually takes about 1 or 2 weeks. ILL request forms may be obtained at the Circulation Desk.

Miscellaneous:

Reserve materials for specific classes may be requested at the Circulation Desk--they generally do NOT circulate unless the professor has given specific approval.

Food and drink is not permitted anywhere in the library.

Smoking is restricted to the Graduate Reading Room on the second floor of the library.

Limited media hardware is available at the Circulation Desk for in-house use only.

Score: _____

Minus pts.: _____

NAME: _____ UNIT I Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit I. This evaluation will be graded on a pass/fail basis. In order to pass Unit I you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text and the audio tape to verify your answers.

LIBRARY POLICIES/PROCEDURES (4 points each)

Please indicate in the blank to the left whether each of the following statements is true (T) or false (F).

- _____ 1. Library materials may be checked out for 2 weeks at a time; they may be renewed every two weeks.
- _____ 2. There is a limit of 5 books per visit which may be checked out.
- _____ 3. Reference materials (dictionaries, encyclopedias, etc.) may not be checked out.
- _____ 4. Reserve materials generally are not circulated because they are needed for everyone in a class. They are kept at the Circulation Desk.
- _____ 5. Overdue fines are 25¢/day per book.

SPECIALIZED LOCATIONS WITHIN THE LIBRARY (5 points per answer)

Using the library map on the inside front cover of your workbook, answer each of the following questions. You may have to go to specific areas in order to answer the question.

- 1. The Periodicals List is an alphabetically arranged file of the magazines we subscribe to at Russell Library. Using the Periodicals List, do we subscribe to Apiculture Journal? _____ (by the way, "apiculture" is a legitimate word).
- 2. Looking at the top of the first page of the Periodicals List (before the "A's") determine what the following abbreviations stand for:
M= _____; B= _____; UB= _____
- 3. Go to the INDEX TABLES. Give the title of one (1) index series that you find (example: Reader's Guide to Periodical Literature...DON'T use the example we have just given you!): _____
- 4. Microfilm is arranged alphabetically by title. Examine any drawer of the microfilm cabinets, paying particular attention to the arrangement of microfilm within the drawer. Find the drawer that contains Education Digest. By examining the contents of that drawer, what title comes AFTER Education Digest? _____
- 5. Go to the REFERENCE ALCOVE and list one (1) specific title you find and its COMPLETE call number (remember, "Ref" is part of the call number):
Title: _____ Complete call number: _____

CARD CATALOG (4 points per answer)

For certain of the questions below you will need to use the card catalog to find the answer.

1. Russell Library has a "divided catalog." What is meant by the term "divided catalog?"

2. A book may be looked up in the card catalog 3 ways. What are they?

(1). _____ (2). _____ (3). _____

3. Go to the card catalog and look up the book entitled Rankell's Remains. What word appears in the upper left corner of the card for that title?

4. Going to the subject side of the catalog, is there a card for the subject OCCULT SCIENCE?

5. If you were looking for a book ABOUT a person or about a person's works (HINT, HINT for later research for your documented theme) that person would be treated as a subject heading. Do we have a subject heading for WELTY, EUDORA, 1909-- Criticism and Interpretation?

6. What is the COMPLETE call number for the book by Ann Sexton entitled Words for Dr. Y?

Complete call number for the above title: _____

7. How many books, according to the card catalog, do we have in this library on the subject LITERARY RESEARCH? (count the cards BEHIND the subject card divider labeled LITERARY RESEARCH)
8. Some broad subject headings in the card catalog are further broken down by the addition of subheadings. For example, CONSUMER EDUCATION--ADDRESSES, ESSAYS, LECTURES or CONSUMER EDUCATION--BIBLIOGRAPHY. Look up the subject heading ATOMIC POWER. Give one (1) subheading that appears with ATOMIC POWER after the broad subject heading card.

ATOMIC POWER-- _____

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit I exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit I post evaluation exercise at the Circulation Desk. It will be graded and the grade will be posted by social security number within the next day or so.

UNIT TWO:

The Divided Card Catalog Revisited and an Introduction to Periodical Indexes

Unit II picks up where Unit I left off. Unit II goes into more detail about many of the resources introduced in Unit I and also introduces you to periodical indexes. After completing Unit II you should be able to see how the units in this workbook move from the general (Unit I) to the specific (Units II, III, IV).

Unit II utilizes an audio tape just like Unit I. You should request the Unit II tape and a tape player at the Circulation Desk. After working through Unit II you should complete the post evaluation exercise in your workbook and turn it in, along with the tape and tape player, at the Circulation Desk.

Unit II will take more time to complete than Unit I. However, Unit II is the "pivotal" unit--there is a lot of very important information presented, so take your time. Remember that a formal test on the information in this workbook will be given in your English 102 class around mid-term. Your score on that test will count toward your final course grade. Again, should questions arise, ask for help--that's what we're here for!!

ANATOMY OF THE CATALOG CARD

Each book in the library is recorded in the card catalog. You remember from Unit I that here in Russell Library we have a divided card catalog; that is, on one side of the card catalog you may look up a book by author or title. On the other side you may look books up by subject headings. Below are examples of an author card and a title card for the same book. A great deal of other information is also given on the cards about the book. Study the cards below and the explanations provided. Remember that once you learn the basic organization of information on a catalog card, it is virtually the same for all books. This is good to know when it comes time to prepare your footnotes and/or bibliography for any type of documented writing.

AUTHOR CARD:

-an author card is easily identified because the author's name appears on the top line; that is the author statement.

-the call number of a book always appears in the upper left corner; the call number is composed of all letters and numbers in the upper left corner. The complete call number for the book used in this example is:

363.74
B81n

363.74

B81n

Bragdon, Clifford R.
Noise pollution/Clifford R.
Bragdon. Detroit: Gale Research Co., 1979.

xv, 524 p. illus. 30 cm.
Bibliography : p. 524
Includes index.

1. Noise pollution-Bibliography
I. Title.

TITLE CARD:

-a title card is easily identified because the title appears on the top line.

-following the author statement the other information is always given in this order:

- book title
- author and/or editor
- place of publication
- name of publisher
- date of publication, known as the imprint (if 2 imprints are given always use the most recent one).
- descriptive data which includes such information as: number of preface pages (given in lower-case Roman numerals); number of pages in the body of the book; illustration statement (if applicable); size of book (given in centimeters); and, bibliography and index statement (if applicable).

363.74

B81n

Noise pollution
Bragdon, Clifford R.
Noise pollution/Clifford R.
Bragdon. Detroit: Gale Research Co., 1979.

xv, 524 p. illus. 30 cm.

1. Noise pollution-Bibliography
I. Title.

DEWEY DECIMAL CLASSIFICATION SYSTEM:

- LIBRARY OF CONGRESS CLASSIFICATION SYSTEM (also known as LC numbers):

- | | | | |
|------|------|------|------|
| LB | LB | LB | LB |
| 370 | 370 | 370 | 370 |
| .F93 | .J48 | .J55 | .T18 |

五

On the facing page is a sample page taken from the Library of Congress Subject Headings. The Library of Congress Subject Headings is a two-volume set; one set is located on the library table at the end of the card catalog. This reference source is helpful because it is an alphabetical listing of all possible subject entries used on the subject side of the card catalog.

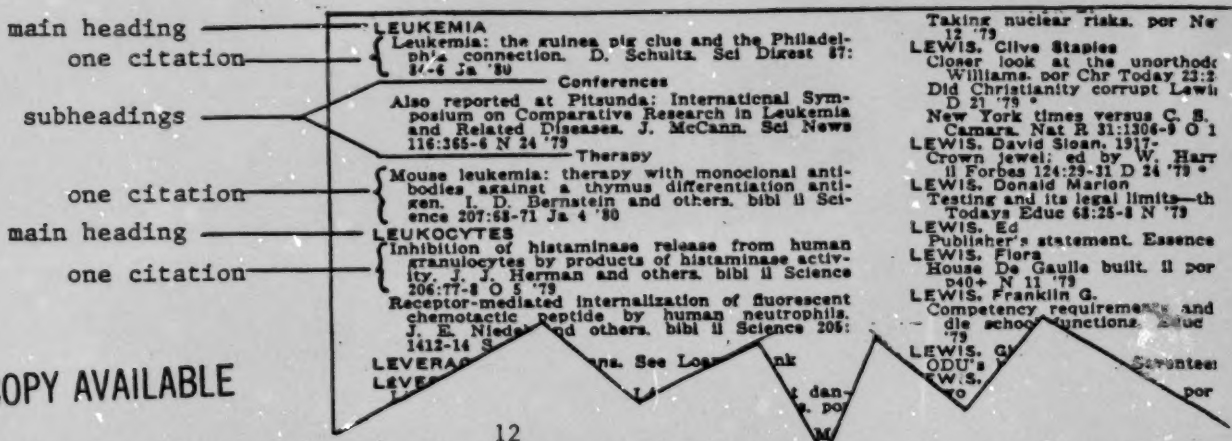
Those words which are in bold print are actual subject headings (examples on the facing page which are in bold print and are actual subject headings include Convulsions, Convulsions in children, and Conway family). Those words which are also included in the listing but are NOT in bold print are NOT subject headings (examples on the facing page include cook-books, Convulsion therapy, and Conviction). These non-subject headings are given along with cross references to the main subject heading that IS used instead. For example, instead of finding the subject heading "cook-books" in the card catalog, the cross reference shown on our example under "cook-books" tells us that we should use the subject heading cookery. The abbreviation "sa" means "see also." The abbreviation "x" means "used for."

This source is important because it helps you identify appropriate subject headings BEFORE you begin a subject search of the card catalog. The Library of Congress Subject Headings is discussed in more detail on the Unit II audio tape.

READER'S GUIDE TO PERIODICAL LITERATURE

Reader's Guide to Periodical Literature (often referred to simply as Reader's Guide) is a general interest magazine index which gives locational information (citations) for articles on certain subjects. It is arranged alphabetically. It is located on Index Table B on the first floor of the library.

Shown below is a sample page excerpt with major parts of the organization labeled. A sample citation from the excerpt follows the illustration below, along with a narrative description of what the citation actually tells you. Reader's Guide is further discussed in considerable detail on the Unit II audio tape. Do yourself a favor and spend some time reviewing the organization of Reader's Guide. Once you've mastered it, using other indexes will be much easier."



Hydraulic conveying
Industrial electric trucks
Mining machinery
Monorail conveyors
Passenger conveyors
Pneumatic-tube transportation
Screw conveyors
Vibrating conveyors
Wire-rope transportation
x Conveyors
xx Coal-handling machinery
Feed mechanisms
Hoisting machinery
Materials handling
Railroads, Industrial
— Appraisal
 See Conveying machinery—Valuation
— Brakes
— Construction
 See Conveying machinery—Design and construction
— Design and construction
 x Conveying machinery—Construction
— Drawing
 See Conveying machinery—Drawings
— Drawings
 x Conveying machinery—Drawing
 xx Mechanical drawing
— Dynamics (TJ1390)
— Electric driving
— Electric equipment
— Maintenance and repair
 x Conveying machinery—Repairing
— Repairing
 See Conveying machinery—Maintenance and repair
— Valuation (TJ1390)
 x Conveying machinery—Appraisal
Conveyors
 See Conveying machinery
Conveyors, Auger
 See Screw conveyors
Conveyors, Belt
 See Belt conveyors
Conveyors, Chain
 See Chain conveyors
Conveyors, Monorail
 See Monorail conveyors
Conveyors, Passenger
 See Passenger conveyors
Conveyors, Screw
 See Screw conveyors
Convict labor (Indirect) (HV8888-8931)
 sa Peonage
 x Lease system
 Prison industries
 Prison labor
 xx Contract system (Labor)
 Crime and criminals
 Forced labor
 Labor and laboring classes
 Peonage
 Prisoners
 Prisons
 Note under Contract system (Labor)
Convict ships
 sa subdivision Exiles under names of countries, e.g. Tasmania—Exiles
 xx Penal colonies
 Sailing ships
Conviction
 See Belief and doubt
Truth

Convolutions (Mathematics)
 x Convolution transforms
 Transformations, Convolution
xx Distribution (Probability theory)
 Functions
 Integrals
 Transformations (Mathematics)
Convolvulin
 See Jalap
Convoy (JX5268)
 xx Capture at sea
 Search, Right of
 War, Maritime (International law)
Convulsion therapy
 See Shock therapy
Convulsionaries (BX4732)
 x Convulsionists
 xx Jansenists
Convulsionists
 See Convulsionaries
Convulsions
 sa Anticonvulsants
 Epilepsy
 Pregnancy, Complications of
 Puerperal convulsions
 Spasms
 Tetanus
 x Eclampsia
 xx Epilepsy
 Spasms
 — Homeopathic treatment (RX301.C7)
Convulsions in children (Indirect) (RJ496.C7)
 xx Pediatric neurology
Conway family
 x Canaway family
 Canaway family
 Canwey family
 Conaway family
 Conneway family
 Conoway family
Conway Scenic Railroad
 xx Railroads—United States
Coo family
 See Coc family
Cooch-grass
 See Quitch-grass
Cooch's Bridge, Skirmish of, 1777 (E241.C73)
 xx Bradywine, Battle of, 1777
 Delaware—History—Revolution, 1775-1783
 United States—History—Revolution, 1775-1783—Campaigns and battles
Cook-books
 See Cookery
Cook-books for the blind
 See Cookery for the blind
Cook Co., Ill.
 — Politics and government
 Note under County government
Cook family
 sa Koch family
 x Cooke family
 Cooks family
 xx Koch family
Cook Inlet, Alaska
 xx Inlets—Alaska
Cookbooks
 See Cookery
Cookbooks for mentally handicapped children
 See Cookery for mentally handicapped children

Cookers, Fireless
 See Fireless cookers
Cookery (TX645-840)
 sa Aladdin oven
 Baking
 Boiling (Cookery)
 Braising (Cookery)
 Bread
 Breakfasts
 Broiling
 Buffets (Cookery)
 Cake
 Canning and preserving
 Carving (Meat, etc.)
 Casserole cookery
 Caterers and catering
 Cats—Food—Recipes
 Chafing dish cookery
 Christmas cookery
 Coffee
 Condiments
 Confectionery
 Cookery for physically handicapped children
 Cookery for the mentally handicapped
 Cooking schools
 Desserts
 Diet
 Dinners and dining
 Dogs—Food—Recipes
 Electric cookery
 Fireless cookers
 Flavoring essences
 Food
 Food processor cookery
 Frying
 Gastronomy
 Gluten-free diet—Recipes
 High-fiber diet—Recipes
 Jelly
 Lenten menus
 Low-calorie diet—Recipes
 Low-cholesterol diet—Recipes
 Low-fat diet—Recipes
 Luncheons
 Menus
 Mixers (Cookery)
 Outdoor cookery
 Pancakes, waffles, etc.
 Paper bag cookery
 Pastry
 Pizza
 Pressure cookery
 Quantity cookery
 Reducing diets—Recipes
 Roasting (Cookery)
 Salads
 Salt-free diet—Recipes
 Sandwiches
 Sauces
 Skewer cookery
 Soufflés
 Soups
 Steaming (Cookery)
 Stews
 Stocks (Cookery)
 Stuffed foods (Cookery)
 Sugar-free diet—Recipes
 Suppers
 Table
 Tempura
 Tortillas
 Vegetarian cookery
 x Cook-books

READER'S GUIDE (continued)

The following sample citation has been taken from the preceding excerpt from Reader's Guide. Pay particular attention to the order of the elements of a citation.

Leukemia: the guinea pig clue and the Philadelphia connection. D. Schultz. Sci Digest 87:84-6 Ja '80

ORDER OF CITATION ELEMENTS:

Title of article. Author of article. (Description of article if applicable, i.e., illustrated, bibliography, etc.). Name of magazine. Volume number of magazine: page number(s) of article. Month of magazine. Year of magazine.

NARRATIVE EXPLANATION OF ABOVE EXAMPLE:

This citation is for an article about leukemia. We know this because it is under the main Reader's Guide subject heading "Leukemia." The title of the article is "Leukemia: the guinea pig clue and the Philadelphia connection." The article was written by D. Schultz. It was published in the magazine Science Digest, volume number 87. The article begins on page 84 and ends on page 86 of the January, 1980 issue of Science Digest.

THE PERIODICALS LIST

The library subscribes to over 1,000 periodicals (magazines and newspapers). They are found in one of three (3) formats: bound, unbound, and microfilm. All periodicals are listed in a Periodicals List. The Periodicals List is a flip file and is located on the study carrel in front of the Information Desk (see library map/floorplan). Copies of the Periodicals List are kept at the Circulation Desk and near the Microfilm Alcove and the magazine shelves.

In the Periodicals List periodical titles are listed in alphabetical order. Each title entry indicates the dates the library has and whether the title is on microfilm, bound, unbound, or in a special location. Consult one of these lists to determine if the library subscribes to the periodical you need. The following abbreviations and symbols are used most often in the Periodicals List:

M = Microfilm
B = Bound
UB = Unbound

The word "holdings" refers to those magazines that are currently "held" by Russell Library. Holdings are given in the Periodicals List. Holdings examples are as follow:

1945-1956 indicates that only issues within these dates are available in the library.

1969+ indicates that issues from 1969 to the present (+ = to the present) are available in the library.

THE PERIODICALS LIST (continued)

The following is a sample Periodicals List entry:

Newsweek

B 1939-71; M 1972+

The above sample entry for Newsweek indicates that for the years 1939 to 1971 we have Newsweek in this library in bound (B) form. To get the actual bound volumes you would go to the magazine stack area on the first floor (see library map/floorplan). Magazines are arranged alphabetically by title in this area. The above entry also indicates that we have all issues of Newsweek from 1972 to the present on microfilm. Microfilm holdings of magazines are kept in the large gray metal cabinets in the Microfilm Alcove, first floor. The most current issue of Newsweek (that is, this week's issue) is located in the magazine stack area along with the bound holdings.

Review of magazine/periodical locations by format:

BOUND- located in magazine stack area, first floor; arranged alphabetically by title.

UNBOUND- located in magazine stack area, first floor; arranged alphabetically by title.

MICROFILM- located in Microfilm Alcove, first floor; arranged alphabetically by title.

NOTE: Please do NOT reshelve or refile periodicals after you are through using them!

BASIC STEPS TO RETRIEVING A MAGAZINE ARTICLE

Once you've found a citation in an index to an article which sounds like one you need to read for your assignment, there's a relatively simple process you need to go through in order to actually get the full article. This process is outlined in the following steps. If you will follow these steps in trying to locate a magazine article, you should have no problems.... but if problems do arise, remember, ask for help at the Information Desk or the Circulation Desk.

1. Consult on index; look for your subject alphabetically. Remember to think of your topic in broad general terms (main subject headings). Once you've found a subject heading that is used, let the subheadings assist you in narrowing down your topic.
 2. Carefully "decode" the index citation using the appropriate abbreviations charts in the prefatory pages of the index.
 3. Check the "Abbreviations to Periodicals Indexed" in the prefatory pages of the index to see if we subscribe to the magazine you're looking for. Remember, if the abbreviated magazine title has a dash by it then we have some issues of it available in Russell Library.
- NOTE: Sometimes we get a little behind in marking the indexes to let

BASIC STEPS TO RETRIEVING A MAGAZINE ARTICLE (continued)

you know what we subscribe to. If you happen to notice in the "Abbreviations of Periodicals Indexed" table that NO titles appear to have been marked, then go on to step number 4 in this list, i.e., the Periodicals List.

4. If we do subscribe, check the Periodicals List to see if we have the particular issue (month and year) that you want.
5. If you find the magazine title you are looking for in the Periodicals List, remember that it will be either bound (B), unbound (UB), or on microfilm (M).

-if it is bound (B), it will be shelved in the magazine stack area alphabetically by title.

-if it is unbound (UB) it will also be in the magazine stack area (alphabetically by title).

-if it is on microfilm, it will be filed alphabetically by magazine title in the Microfilm Alcove cabinets on the first floor.

If you have trouble with any of the above steps, ask one of the library staff members for assistance. When you do ask for help, we can provide it faster if you can tell us exactly what the problem is that you're having.

Score: _____

Minus pts. _____

NAME: _____ UNIT II Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit II. This evaluation will be graded on a pass/fail basis. In order to pass Unit II you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!!** You may use your workbook text and the audio tape to verify your answers.

ANATOMY OF THE CARD CATALOG CARD (2 points per answer)

Using the catalog card examples given below (card A and card B) answer the questions below in the spaces provided:

599.744 E94c The carnivores Ewer, R. F. The carnivores (by) R. F. Ewer. Ithaca, N.Y., Cornell University Press 1972, 1977 printing. 494 p. illus. 25 cm. Bibliography : p. 416-453 1. Carnivora. I. Title.	← CARD "A"
CARD "B" →	796.42 097t Owens, Jesse, 1913- Track and field/Jesse Owens; edited by Dick O'Connor.- New York: Atheneum, 1979, c1976. 120 p. : ill.; 22 cm. 1. Track-athletics. I. Title.

1. Is the card A card an author card or title card? _____ How do you know? _____
2. Who is the publisher of the card A book? _____
3. Who is the publisher of the card B book? _____
4. Where was the card B book published? _____
5. In what year was the card B book first published? _____ How many pages are in the card A book? _____

CALL NUMBERS: LIBRARY OF CONGRESS AND DEWEY DECIMAL (15 points per question)

1. Put the following Dewey numbers in the order they would appear on the shelves:

383.99	383.9	383.99
B79	K82	B2

Write answer in this space:

CALL NUMBERS (continued)

2. Put the following Lib. of Congress numbers in the order they would appear:

LB	LB	LB	Write answer in this space:
370	307	370	
A86	H37	A25	

SUBJECT HEADINGS (2 points per answer)

Answer the following questions about subject headings:

1. The Library of Congress Subject Headings is the standard source used by catalogers to assign subject headings to a book. True or False? (circle one)
2. Is "Contumacy (Canon Law)" a valid Library of Congress Subject heading? _____
3. Under the main heading of "Literature" in the Library of Congress Subject Headings, list two (?) of the "sa" (see also) headings:

_____ and _____

GENERAL INDEXES: READER'S GUIDE and MAGAZINE INDEX (3 points per answer)

1. Explain in simple terms what the purpose of an index is:

- _____
- _____
2. True or False? (circle one) General interest magazines deal with one specific subject and are usually written in a hard-to-understand professional language.
 3. True or False? (circle one) A citation in an index is actually the "address" for a magazine article.
 4. True or False? (circle one) When conducting a subject search of Reader's Guide or Magazine Index one needs to think of his topic in general terms (or main headings); subheadings under the main headings help you zero in on a specific area of your topic.
 5. True or False? (circle one) Just because a citation is in Reader's Guide does NOT mean that we have the magazine in this library; you have to check the Periodicals List to see if we have the issue you want.
 6. True or False? (circle one) If a magazine title is not found in the Periodicals List then we do not have it in this library.
 7. True or False? (circle one) To get unbound back issues of a magazine you have to request them at the Circulation Desk.
 8. Go to the preliminary pages of a fairly recent bound (hardcover) volume of Reader's Guide (Index Table B). Find the page with the one-word heading "ABBREVIATIONS." Using the information on that page "decode" what the following abbreviations mean:

v= _____

Je= _____

9. In the same preliminary pages find the page with the heading "ABBREVIATIONS OF PERIODICALS INDEXED." Decode the following magazine title abbreviation:

Chr Cent= _____
10. Remember that if the abbreviation in the list of "ABBREVIATIONS OF PERIODICALS INDEXED" has a dash by it that means that we do subscribe to it (or have subscribed to it at some time in the past). With this in mind, do we presently, or have we ever subscribed to the following? Write YES or NO in the space.

Futurist: _____

Cycle: _____

NAME: _____ UNIT II Evaluation A (continued)

Using your workbook text for Unit II, answer the following items about the example given below of a magazine title from the Periodicals List:

Life

B 1937 - Dec. 29, 1972

UB Oct., 1978+

- (a). If you wanted the April, 1943 issue of Life magazine, in what form (bound, unbound, or microfilm) would it be? _____
- (b). Which issues of Life magazine exist in a bound format? _____
- (c). From Oct., 1978 to the present Life magazine is in what form? _____

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit II exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit II post evaluation exercise at the Circulation Desk. It will be graded and the grade posted within the next day or so.

UNIT THREE:

An Introduction to Selected Specialized Indexes and Reference Sources in the Field of Literature

Unlike Units I and II, Unit III uses a strictly printed/workbook approach to presenting information. Even though Unit III does not involve an audio tape it will still be necessary for you to actually go to the library in order to complete the Unit III evaluation exercise. While it may be beneficial to review the workbook information on Unit III while in your dorm room, apartment, or at home, the Unit III portion of the workbook will make much more sense if you go to the library and actually examine the various sources as they are discussed.

As indicated by its title, the purpose of Unit III is to introduce you to specialized magazine indexes and reference sources in the field of literature. After completing Unit III it should be obvious to you that the library units collectively, move from general library concepts and information to specific subject concepts and resources.

As you work through Unit III you may want to refer back to certain sections of Units I and II. A general index has been provided at the back of this workbook to facilitate access to specific sections.

Unit III is nothing more than a series of sections which deal with specialized magazine indexes and reference sources. If questions arise as you work through Unit III, you should know from Unit I to take your questions to the Information Desk or to any library staff member.

IMPORTANT NOTE for persons who CLEPPED Units I and II!!!

Congratulations on CLEPPING the first two units! Since you'll be starting with Unit III you have saved a lot of time by CLEPPING Units I and II. The purpose of this "important note" is to remind you about how this workbook was originally developed. As discussed in the Introduction the units move from general library concepts to more sophisticated, complex concepts. Since you'll be starting with Unit III you're basically "jumping in midstream!" Unit III could be a bit confusing and frustrating for you at first because you haven't "built up" to it by actually working through Units I and II, even though you proved your familiarity with their content by passing the CLEP test. Basically, what we're trying to say here is don't let your possible frustration get out of control. As you work through Unit III you're likely to find it necessary to refer back to certain sections of the Unit I and Unit II workbook text for background information and explanations. A general index has been included in the back of the workbook to facilitate your access to these sections. Again, congratulations on your CLEP-- Good luck with Units III and IV!

GENERAL INFORMATION REGARDING SPECIALIZED LIBRARY RESOURCES

Definitions:

Index- a library resource which provides you information on the location of magazine articles on a particular subject. An example of an index would be Reader's Guide to Periodical Literature. Indexes may be general or specialized in nature:

general index- an index which provides locational information on a wide variety of subjects that might be considered of "general interest;" an index which indexes general interest-type articles from magazines like Time, Newsweek, Sports Illustrated, etc.

specialized index- an index which provides locational information on articles about a specific subject area only. For example, Education Index only concerns itself with articles in the field of education; likewise, Art Index only concerns itself with articles in the discipline of art. Virtually every subject area has one or more specialized indexes, even English and literature.

NOTE THAT BOTH GENERAL AND SPECIALIZED INDEXES SERVE THE SAME PURPOSE, i.e., PROVIDING LOCATIONS OF MAGAZINE ARTICLES. HOWEVER, GENERAL INDEXES COVER MANY "GENERAL INTEREST" TOPICS WHILE SPECIALIZED INDEXES DEAL WITH SPECIFIC SUBJECT AREAS.

Specialized indexes are beneficial because they save you time when searching through them. For example, if you were writing a paper for a business class you would want to use Business Periodicals Index because you know that it deals only with business topics. This is not to say the Reader's Guide (a general index) wouldn't have some information on your topic, but Business Periodicals Index is more specific to your subject area--it will index business magazines that are not indexed by Reader's Guide.

Some examples of subject specialized indexes available at Russell Library:

Education: Education Index
Child Development Abstracts
Current Index to Journals in Education
Social Sciences: American History and Life
Criminology Index
Philosopher's Index
Social Sciences Index
Business: Business Periodicals Index
Applied Science: Index to Nursing Literature
General Science Index
ENGLISH: Essay and General Literature Index
Abstracts of English Studies
Biography Index
Humanities Index

Just as there are general and specialized indexes, there are many other types of library resources which can be classified as general or specialized. For

example, Webster's Collegiate Dictionary, the "old standard," would be considered a general type dictionary because it deals with most all English language words. Dictionary of Literary Terms is a good example of a specialized dictionary because it specializes only in those terms related to literature. Likewise, The Reader's Encyclopedia is an example of a specialized encyclopedia because it deals only with literary titles, characters, plots, etc. as opposed to World Book Encyclopedia which deals with many, many subjects.

HUMANITIES INDEX

Humanities Index (located on Index Table A) is a specialized magazine index which gives locational information (citations) for articles on such areas as folklore, language and literature, literary and political criticism, and classical studies. It is published monthly and bound each year into an annual cumulation.

Humanities Index is published by the H. W. Wilson Company, the same company that publishes Reader's Guide. Since you're already familiar with the arrangement of Reader's Guide you're going to find Humanities Index to be arranged basically the same way: alphabetically by subject and author. At the end of each issue or volume of Humanities Index is a "Book Reviews" section arranged alphabetically by author. You could use this section to get locational information (citations) about published book reviews for a particular work.

Shown below is an excerpt from Humanities Index on the subject of Henry James. Note how the subheading "about" is used for articles ABOUT Henry James' writing.

main heading

subheading

one citation

subheading

one citation

Once you have located an article citation in Humanities Index that sounds good to you, you must follow the same steps you followed when using Reader's Guide: decode the citation, check the "Abbreviations of Periodicals Indexed" to see if we have the magazine you need, then check the Periodicals List to see if we have the specific issue you need.

Humanities Index is one source that you definitely do not want to overlook as you begin your search for your documented theme topic.

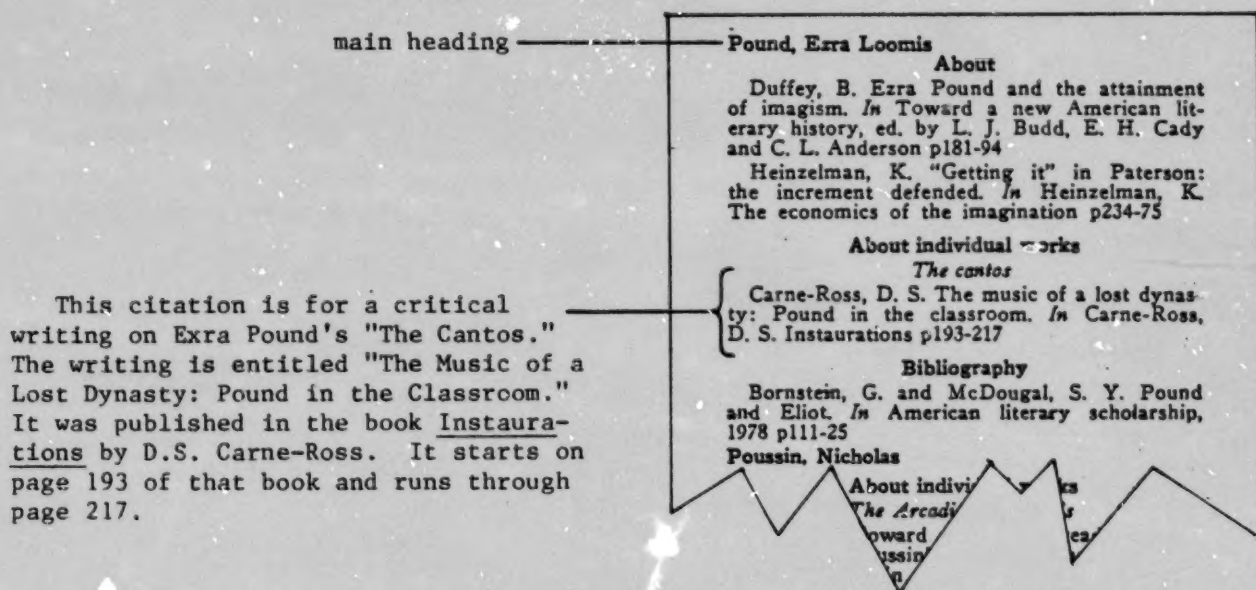
JAMES, Henry, 1843-1916	
	<i>about</i>
	Speech in The ambassadors: Woollett and Paris as linguistic communities. L. K. Barnett. Novel 16:215-29 Spr '83
	<i>Adaptations</i>
	{ Daisy Miller: Bogdanovich's film and James's nouvelle. J. C. Shields. il Lit/Film Q 11 no2:105-11 '83
	Europeans: Henry James, James Ivory, and that nice Mr Emerson. A. Hirsh. Lit/Film Q 11 no2:112-19 '83
	<i>Influence</i>
	{ Parties as reflectors of the feminine sensibility: Woolf's Mrs Dalloway counters James's The wings of the dove. C. S. Stern. bibl Comm Q 31:167-73 Spr '83
	JAMES, Montague Rhodes
	<i>about</i>
	Sitting tight in the provost's lodge. [review article] N. Annan. Times Lit Supp no4192:829 Ag 5 '83
	JAMES, Walter Ernest Christopher, baron Northbourne. See Northbourne, Walter Ernest Christopher James, baron
	JAMES, William, 1842-1910
	<i>about</i>
	Reply to a quiet observation. A. Brinton. Q J Speech 69:188-90 My '83
	William James and the ethics of belief. G. L. Doore. Philosophy 58:353-64 Jl '83
	William James, Theodore Dreiser and the anaesthetic revelation. L. S. Boren. Am Stud 24:5-10 Apr '83
	JAN III Sobieski, king of Poland. See John Sobieski, king of Poland
	al-JANABI, T.
	Islamism
	Iraq: recon-
	Italy

ESSAY AND GENERAL LITERATURE INDEX

Essay and General Literature Index (located on Index Table A) is a specialized index which reviews and indexes collections of essays and miscellaneous works in such fields as literature, history, art, and politics. It provides locational information (citations) for critical writing that has been published in books. Essay and General Literature Index is published annually.

The primary use of Essay and General Literature Index is the conducting of subject searches and author searches. It is arranged alphabetically. Criticism of an author's individual works is given under the subheading "About individual works."

Shown below is an excerpt from Essay and General Literature Index. Take a minute to look at its arrangement.



Once you have located a book citation in Essay and General Literature Index that you want, you should check the card catalog (author/title side) to see if we have the book in Russell Library.

A DICTIONARY OF LITERARY TERMS

This specialized literary dictionary is located in the Reference Alcove (call number: Ref PN 41 .C83x, 1976); another copy is on Reserve at the Circulation Desk for English 102. A Dictionary of Literary Terms provides detailed information on virtually every literary term you can imagine, from "ab ovo" to "zeugma." Arranged alphabetically, A Dictionary of Literary Terms proves extremely useful in "deciphering" critical writing that is full of professional jargon and doubletalk. A short list of "Abbreviations" is included in the preliminary pages to assist the reader with frequently used abbreviations.

BEST COPY AVAILABLE

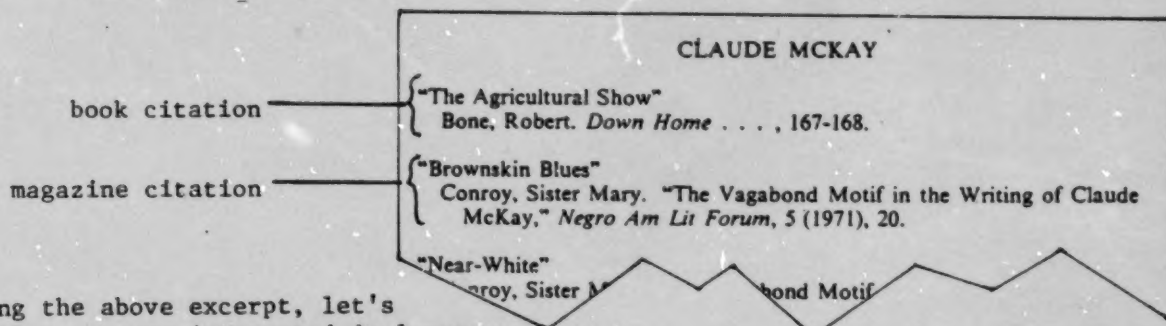
THE READER'S ENCYCLOPEDIA

One copy of this literary reference source is located in the Reference Alcove (Ref PN 41 .B4, 1965) and another copy is on Reserve at the Circulation Desk for English 102. The Reader's Encyclopedia is useful for brief information on selected books, short stories, individual authors, literary movements, etc., prior to 1965 (the year it was published). It is arranged alphabetically and uses rather extensive cross references between related entries. Remember that the articles "a," "an," and "the" are disregarded in alphabetizing. Therefore, in order to look up "The Gift of the Magi" by O. Henry, for example, you would look it up in the "G" section for "Gift." For a more detailed discussion of its organization you may want to see "A Note on Using This Book" in its prefatory pages.

TWENTIETH CENTURY SHORT STORY EXPLICATION

Twentieth Century Short Story Explication is located in the Reference Alcove (call number: Ref Z 5917 .S5 W33 1977); another copy is on Reserve at the Circulation Desk for English 102. Basically this specialized literary reference source is a type of index. It locates critical and interpretive writings (on short stories) which have been published in books or specialized magazines/journals; that is, it doesn't give you the actual critical/interpretive information, but rather, it tells you where it is found. It is arranged alphabetically by author's last name (bold print) and then under each author's name it is arranged alphabetically by short story title. Also, there is an "Index to Short Story Writers" in the back for quick reference for specific authors.

Let's take a look at the excerpt from Twentieth Century Short Story Explication given below and the explanatory notes and comments which follow:



Using the above excerpt, let's suppose that you are interested in locating critical writings on some of Claude McKay's short stories. The first citation is for a critical writing on "The Agricultural Show;" this writing appears in a book by Robert Bone (see the book citation identified above). The title of the book is in an abbreviated form--"Down Home..." The critical writing begins on page 167 and ends on page 168. So now, how do you determine if we have that book? Check the author/title side of the card catalog!

For a magazine citation (note magazine citation identified above) you use a different procedure. The above example is for a critical writing BY Sister Mary Conroy ABOUT McKay's "Brownskin Blues." The writing appears in Negro American Literary Forum, volume 5, 1971, page 20. To determine if we have this you would have to check the Periodicals List as with any other magazine index citation.

ENCYCLOPEDIA OF WORLD LITERATURE IN THE TWENTIETH CENTURY

Encyclopedia of World Literature in the Twentieth Century (Ref PN 774 .L433) is a 4-volume specialized encyclopedia in the area of world literature. Arranged alphabetically, it includes biographical information on world authors of the twentieth century (including comments regarding their writing style), essays on literary movements of the twentieth century, and articles on the literature of specific countries. Volume 4 of the set includes an index for the entire set which will facilitate searching. When using this index be sure to read the short note on page 412 of volume 4 before starting--it will save you some time. This source should not be overlooked when you begin writing your documented theme. For further detail on the organization and arrangement of Encyclopedia of World Literature in the Twentieth Century we refer you to the Introduction in volume one.

CONTEMPORARY LITERARY CRITICISM

Contemporary Literary Criticism is a collection of specialized literary reference sources that have been published regularly since 1973. At the time of this writing there were 28 volumes in the series available in Russell Library, the last published in 1984. Each individual volume is arranged alphabetically by author's name. Contemporary Literary Criticism includes information on authors who are either now living or who have died since Jan. 1, 1960. Contemporary Literary Criticism is international in it's coverage, i.e., it includes information on foreign and American authors.

The information found in Contemporary Literary Criticism is actually one or more excerpts from magazine articles or books which have included critical information on the author's work. At the end of each excerpt is a complete bibliographic citation. What this means is that you can go to the original source of the excerpt for more complete information if we have that source in Russell Library--for books that are the original source, you should know that all you have to do is check the author/title side of our card catalog; for magazine articles that were the original source of the excerpt, you should know to check the Periodicals List to see if we have that particular magazine in Russell Library.

Since there are 28 volumes in this on-going series it would be quite time-consuming to go through each individual volume looking for information on your author. With this in mind, the publishers of Contemporary Literary Criticism have included in the last volume a "Cumulative Index to Authors" which allows you to search the entire series (all 28 volumes) in one sitting. The only problem you might have in using this cumulative index is that it not only refers you to previous volumes of Contemporary Literary Criticism, but it also refers you to several other reference sources published by the same company. With this in mind, you'll want to pay close attention to the introductory information at the beginning of the cumulative index. Or better yet, find a librarian to get you started!

Score: _____

Minus pts.: _____

NAME: _____ UNIT III Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit III. This evaluation will be graded on a pass/fail basis. In order to pass Unit III you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text to verify your answers.

SPECIALIZED INDEXES (3 points per answer)

True or False. Write your response (T or F) in the space provided.

- _____ 1. Humanities Index indexes English language periodicals only (check the comments in the prefatory pages of the index).
- _____ 2. Like Reader's Guide, the Humanities Index uses many abbreviations in its citations; you must use the preliminary pages to "decode" citations.
- _____ 3. Humanities Index provides citations and abstracts of articles.
- _____ 4. One may use a subject approach in both Humanities Index and Essay and General Literature Index.
- _____ 5. In Essay and General Literature Index and Humanities Index articles about an author's work(s) are found under that author's name and then under the subheading "about."
- _____ 6. Essay and General Literature Index indexes materials in collections of essays and miscellaneous works (check comments in prefatory pages of index).
- _____ 7. The last section of Essay and General Literature Index is "List of Books Indexed."
- _____ 8. The last section of Essay and General Literature Index is "Directory of Publishers and Distributors."
- _____ 9. Once you've found a citation in Essay and General Literature Index that you would like to see you must go to the card catalog and conduct an author/title search of the book that is cited in order to determine if we have that particular book in Russell Library.
- _____ 10. Encyclopedia of World Literature in the Twentieth Century includes information on American authors only.
- _____ 11. In order to conduct a comprehensive search of all volumes of Contemporary Literary Criticism you must look in the index of every single volume of the 28-volume set.
- _____ 12. Encyclopedia of World Literature in the Twentieth Century includes information on the literature of specific countries.

SHORT ANSWER (4 points per answer)

1. Give one example (title) of a specialized index: _____
2. Give one example (title) of a general index (NOT a magazine title): _____
3. Select any two (2) names from the following list of authors. Using Encyclopedia of World Literature in the Twentieth Century (EWLTC) indicate on what page you can find a main article about them (ANSWER ANY TWO):

a. JARRELL, Randall- <u>EWLTC</u> page #: _____	c. MAILER, Norman- <u>EWLTC</u> page #: _____
b. CAMUS, Albert - <u>EWLTC</u> page #: _____	d. SANDBURG, Carl- <u>EWLTC</u> page #: _____

SPECIALIZED LITERARY REFERENCE SOURCES (3 points per answer)

1. The Reader's Encyclopedia-There are two copies of this literary source. One is kept in the Reference Alcove (Ref PN 41 .B4, 1965), the other is on Reserve at the Circulation Desk. Using one of the copies, briefly (one sentence) describe the following term and title:

lotus-_____

The Blithedale Romance-_____

2. Dictionary of Literary Terms-There are two copies of this specialized dictionary. Like Reader's Encyclopedia, one copy is in the Reference Alcove (Ref PN 41 .C83x, 1976), the other on Reserve. Using one of the copies, briefly describe the following term:

joruri-_____

Twentieth Century Short Story Explication-The third edition of this work is on Reserve at the Circulation Desk; two other copies are in the Reference Alcove (Ref Z 5917 .S5 W33, 1977). MAKE SURE YOU DO NOT HAVE THE SUPPLEMENT. Use one of the copies to answer the following:

1. Find the title of an article written by Malcolm Bradbury about Stephen Crane's short story "Maggie: A Girl of the Streets." Write the title below:
2. How many citations of writings are listed for Eudora Welty's short story "Why I Live at the P.O.?"
3. Using the "Index of Short Story Writers" at the very back of the book (a). who is the very first author listed? _____ (b). what page does the index refer you to about him?
4. True or False? (circle one) Twentieth Century Short Story Explication includes citations for critical writing in both books and selected journals.
5. Is there a critical writing citation for Richard Brautigan's short story "Revenge of the Lawn?" _____ If so, write the COMPLETE CITATION (including page number) in the space below; if not, write "not applicable."
6. Is there a critical writing citation for Kurt Vonnegut's "Slapstick?" _____ If so, write the complete citation below; if not, write "not applicable."

Encyclopedia of World Literature in the Twentieth Century (Ref PN 774 .L433, 4 vols.)-

Use this source to answer the following questions. PLEASE USE THIS SET ONLY IN THE REF. ALCOVE--Make sure you put it back where it belongs...thanks.

7. In volume 1 there is an entry for E. E. Cummings. Using that volume, answer the following questions about Cummings:
 - a. nationality-_____
 - b. birthdate-_____
 - c. birthplace-_____
8. Using volume 1, what do the "T" and the "S" initials in T. S. Eliot's name stand for? _____

SPECIAL INSTRUCTIONS: Turn this exercise in at the Circulation Desk for grading.

UNIT FOUR:

Extended Practice in the Use of Selected Indexes and Reference Sources in the Field of Literature

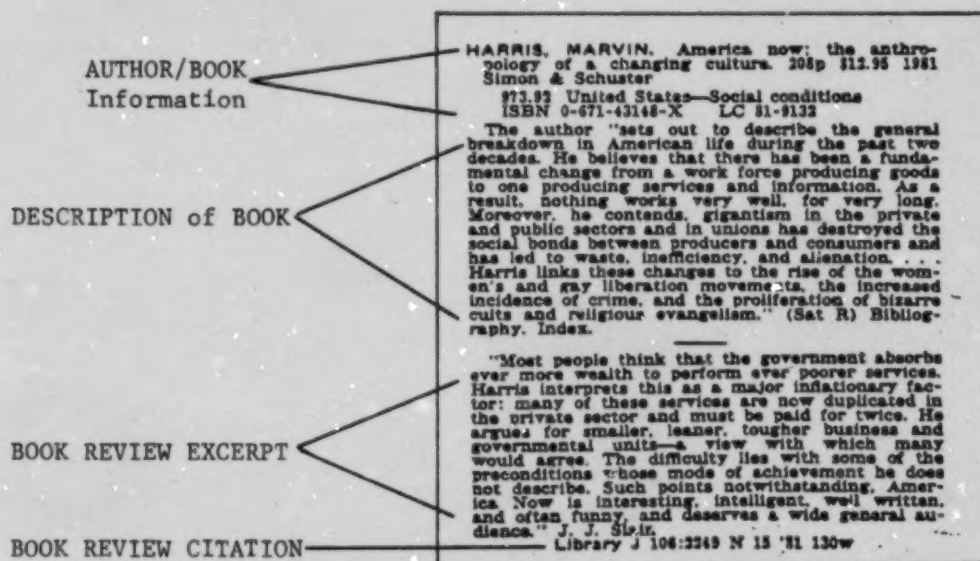
Like Unit III, Unit IV follows a written approach to presenting information, and introduces several new specialized sources in the field of literature. Following the presentation of new sources is a brief review of all the specialized sources which have been covered in this workbook. This review is presented in a chart-like format in terms of a specific need and will come in handy when you begin your search for documented theme materials.

BOOK REVIEW DIGEST

Book Review Digest is a specialized reference source which assists the user in locating book reviews for specific books. It not only serves the index function of providing locational information for reviews, but it also serves an abstract function by providing excerpts/highlights from the actual review itself, thus giving you an idea whether or not the entire review is worth running down. Book Review Digest is published monthly and each year is bound into an annual cumulative volume. It is shelved in the Reference Alcove (Ref Z 1219 .C96).

The main section of Book Review Digest is arranged alphabetically by author with the title of the book reviewed given after the author's name. Excerpts from reviews of the book are given and are followed by an abbreviated citation on the location of the complete review. Examine the sample shown below which was taken from an issue of Book Review Digest and the explanatory note which follows:

BEST COPY AVAILABLE



The example above is for a book by Marvin Harris entitled America Now: the Anthropology of a Changing Culture. Following the bibliographic information for this book is a summary of the book's central theme. An excerpt from an actual review of the book is then given. Notice the abbreviated citation at the end of the review excerpt: Library J 106:2249 N 15 '81 130w. You must use the preliminary pages to decode the journal title. The above review is found in Library Journal, volume 106, page 2249, the November 15, 1981 issue, and is 130 words long. After decoding the citation you should know by now that you go to the Periodicals List to see if the magazine is available in Russell Library.

IMPORTANT NOTE: Something very important to keep in mind when looking for book reviews is that BOOKS ARE USUALLY REVIEWED DURING THE YEAR IN WHICH THEY WERE PUBLISHED OR THE YEAR AFTER. Therefore, it's obvious that you wouldn't find a review for a book published in 1980 in a 1975 volume of Book Review Digest. Also, you are not likely to find a review of a 1975 book in the 1980 volume of Book Review Digest.

BOOK REVIEW INDEX

Book Review Index is a specialized reference source which provides locational information (citations) for book reviews. Unlike Book Review Digest which provides citations and abstracts, Book Review Index gives CITATIONS ONLY. It is published annually. Book Review Index is kept in the Reference Alcove (Ref Z 1035 .A1 B6).

Book Review Index is divided into two sections: an author section and a title section. Each of these sections is arranged alphabetically. With this type of arrangement you could look up a review of a specific author's work, or if you had a title and the author was unknown you could look reviews up by title.

Regardless of which section you use, citations are given in the same manner for each. Next to the author's name is the title of the book being reviewed. Magazine titles are highly abbreviated and you will have to use the "decoding" pages on the inside front cover of the volume or issue you are using. The other citation information is given in a set order. The sample citation which follows demonstrates this set order:

WILSON, Carter - Treasures on Earth
BL - v77 - J1 15 '81 - p1435

Explanation of the above citation:

AUTHOR'S NAME - Book title
Magazine - volume # - date - page #

The above example cites a review of Carter Wilson's Book, Treasures on Earth, in Booklist (magazine), volume 77, the July 15, 1981 issue; the review is found on page 1435.

One last note on Book Review Index. As with the other indexes we have studied in previous units, just because a citation is given in an index does not mean that we necessarily have the magazine that is cited. In the above example you can determine whether or not we subscribe to Booklist, and if we have the July 15, 1981 issue, by checking the Periodicals List.

OTHER BOOK REVIEW SOURCES

Book Review Digest and Book Review Index are merely two possible sources for locating citations for book reviews. There are numerous other sources available in Russell Library for book reviews if you don't find anything in Book Review Digest or Book Review Index. These other sources include: The New York Times Index, The (London) Times Index, Current Book Review Citations index, Poole's Index to Periodical Literature, International Index to Periodicals, 19th Century Reader's Guide, and the "Book Reviews" section of the H.W. Wilson indexes.

If your documented theme topic requires you to locate original reviews of literary works you will want to check in the above sources. If you need help you can get it at the Information Desk.

MASTERPLOTS

Masterplots (Ref PN 44 .M33, 1976) is a 12-volume set of plot summaries and critical evaluations of over 2000 literary works by over 1000 authors. This is an excellent source to consult for your documented theme.

Entries are arranged alphabetically by the title of the work you are re-searching. The example shown below is for William Faulkner's Absalom, Absalom! and is included here to illustrate the types of information you will find in Masterplots. Most of the entries in Masterplots follow this same format:

1. Type of work-this category identifies the literary genre (type) that the work belongs to, i.e., novel, prose romance, drama, etc.;
2. Author-identifies author and gives author's vital dates (birth/ death);
3. Type of plot-provides more specific classification of the work than the first category above. Examples include psychological realism, social criticism, and comedy of manners;
4. Time of plot-indicates the time period during which the action of the work takes place;
5. Locale-indicates the geographical setting of the work;
6. First published-indicates the original publication date;
7. Principal characters-identifies characters and their relationship to one another;
8. Critique-a short critical analysis of the work;
9. The story-the plot summary, i.e., the major action of the entire work; and
10. Further critical evaluation-a more in-depth critical analysis of the work than the above-mentioned "Critique" category (very useful for the documented theme).

ABSALOM, ABSALOM!

Type of work: Novel
 Author: William Faulkner (1897-1962)
 Type of plot: Psychological realism
 Time of plot: Nineteenth century
 Locale: Mississippi
 First published: 1936

Principal characters:

THOMAS SUTPEN, owner of Sutpen's Hundred
 ELLEN COLDFIELD SUTPEN, his wife
 HENRY, and
 JUDITH, their children
 ROSA COLDFIELD, Ellen's younger sister
 GOODWYN COLDFIELD, Ellen's and Rosa's father
 CHARLES BOW, Thomas Sutpen's son by his first marriage
 QUENTIN COMPTON, Rosa Coldfield's young friend
 SHERBEE McCANNON, Quentin's roommate at Harvard

Critique:

This novel is the most involved of William Faulkner's works, for the narrative is revealed by recollections years after the events described have taken place. Experience is related at its fullest expression; its initial import is recollected and its significance years thereafter is faithfully recorded. The conventional method of story-telling has been discarded. Through his special method Faulkner is able to re-create human action and human emotion in its own setting. Sensory impressions gained at the moment, family traditions as powerful stimuli, the tragic impulses—these focus truly in the reader's mind so that a tremendous picture of the nineteenth-century South, vivid down to the most minute detail, grows slowly in the reader's imagination. *Absalom, Absalom!* is a novel of tremendous and tragic import.

The Story:

In the summer of 1909, when Quentin Compton was preparing to go to Harvard, old Rosa Coldfield inquired upon telling him the whole infamous story of Thomas Sutpen, whom she called a demon. According to Miss Rosa, he had brought terror and tragedy to all who had dealings with him.

In 1833 Thomas Sutpen had come to Jefferson, Mississippi, with a fine horse and two pistols and no known past. He had lived mysteriously for a while among people at the hotel, and after a short time he had disappeared from the area. He had purchased one hundred square miles of uncleared land from the Chickasaws and had had it recorded at the land office.

When he returned with a wagon load of wild-looking Negroes, a French architect, and a few tools and wagons, he was as uncommunicative as ever. At once he set about clearing land and building a mansion. For two years he labored and during all that time he hardly ever saw or visited his acquaintances in Jefferson. People wondered about the source of his money. Some claimed that he had stolen it somewhere in his mysterious comings and goings. Then for three years his house remained unfinished, without windowpanes or furnishings, while Thomas Sutpen busied himself with his crops. Occasionally he invited Jefferson men to his plantation to hunt, entertaining them with liquor, cards, and savage combats between his giant slaves—combats in which he himself sometimes joined for the sport.

ABSALOM, ABSALOM! by William Faulkner. By permission of the author and the publisher, Random House, Inc. Copyright, 1916, by William Faulkner.

BEST COPY AVAILABLE

TWENTIETH CENTURY AUTHORS

Twentieth Century Authors is a one-volume work which contains "biographical information on the writers of this century, of all nations, whose books are familiar to readers of English." It was published in 1942--you should keep this in mind when searching for authors who achieved their fame after 1942; they more than likely will not be in this reference source. However, the publishers of Twentieth Century Authors published a supplement volume in 1955 which updates the biographical entries in the original volume and picks up approximately 700 new entries.

Both of the above volumes are arranged alphabetically by author's name. The majority of entries include small black and white portraits. At the end of each entry is a section called "About" which lists titles and authors of books about the biographee. You can check the author/title side of our card catalog to see if we have these books in the Russell Library collection.

REVIEW OF SOURCES

The following lists or groupings of resources are basically a review of all information presented in Units I through IV. They have been categorized below according to when you would most likely want to use them. For example, you would not look for magazine articles in the card catalog or in Dictionary of Literary Terms. This particular page will be especially useful in completing Part Two of the Unit IV evaluation.

IF YOU NEED...

YOU MIGHT USE...

Books on a particular subject.....	Card Catalog (subject side) <u>Library of Congress Subject Headings</u>
A specific book or a book by a particular author.....	Card Catalog (author/title side)
General interest magazine articles.....	<u>Reader's Guide</u> <u>Magazine Index</u>
Specialized articles and/or writings on a story or book.....	<u>Contemporary Literary Criticism</u> <u>Humanities Index</u> <u>Essay and General Literature Index</u> <u>20th Century Short Story Explication</u> <u>Encyclopedia of World Literature in the 20th Century</u>
Book reviews.....	<u>Book Review Index</u> <u>Book Review Digest</u>
Specialized terms/definitions in the field of literature.....	<u>Dictionary of Literary Terms</u> <u>The Reader's Encyclopedia</u>
Critical books about a particular author.....	Card Catalog (subject side, under heading: AUTHOR'S NAME (last name first)--SUBHEADING (such as--ANECDOTES or CRITICISM AND INTERPRETATION)).
Miscellaneous (definitions, brief summaries, biographical information, etc.)...	<u>Masterplots</u> <u>The Reader's Encyclopedia</u> <u>20th Century Authors</u> <u>Dictionary of Literary Terms</u>

Score: _____

Minus pts.: _____

NAME: _____ UNIT IV Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit IV. This evaluation will be graded on a pass/fail basis. In order to pass Unit IV you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text to verify your answers.

BOOK REVIEW SOURCES (4.5 points per answer)

1. Book Review Digest provides only citations to book reviews. True or False?
2. Book Review Index provides both citations and excerpts from actual reviews. True or False?
3. Using Book Review Digest give the location of one review for any one of the following books (I want the magazine title, date, and page number).

Marilyn: a biography, by Norman Mailer, published in 1973.

How to Play Better Football, by C. Paul Jackson, published in 1973.

Review location: _____

4. Using Book Review Index list the title of one book written by Frank M. Tierney which was reviewed in 1980 or 1981 (pay attention to dates):

5. The following is a sample citation taken from Book Review Index. Answer the questions about this citation which follow:

MORGAN, Richard E. - Power and Light
LJ - v106 - D 1 '81 - p 2326

- (a). What is the title of the book being reviewed? _____
 - (b). Who wrote the book? _____
 - (c). In what magazine does the review appear? _____
 - (d). Checking the Periodicals List, do we have this magazine here for the above date? _____
 - (e). If we have this magazine for Dec. 1, 1981, is it bound, unbound, or on microfilm? (if we don't have it write "not applicable") _____
6. Using the 1980 or 1981 volume of Book Review Index, were any reviews written during '80 or '81 on works by Dorothy Rubin? _____ What about works by Sloane Davis? _____

PRACTICE IN APPLICATION OF BASIC SEARCH SKILLS (4.5 points per answer)

1. You are interested in locating several general interest magazine articles on the topic "Publishers and Publishing." Where is probably the best place to start your search?

2. You have found a critical writing on a short story, but it's full of "big words" and unfamiliar literary phrases. The main character in the short story is described in the article as a "Machiavel;" you're not exactly sure what this means, so you need a literary definition.
- (a). What source could you use to find this? _____
- (b). What does "Machiavel" mean? (use the source you cite above) _____
3. You are interested in finding a very brief (2 or 3 paragraphs) summary of "The Blithedale Romance" by Nathaniel Hawthorne. It's not in the World Book Encyclopedia. Where could you find it? _____
4. You are interested in locating books on the subject of "Poetry for Children," but you've checked the "P" drawer in the card catalog and we do not have a subject entry there. What source could you use to check to see if you were using the right subject heading? _____
- According to this source, what subject heading should you use? _____
5. You are interested in locating magazine articles (general interest and specific) on a particular literary work. Check below which of the following sources you could use in your search:
- | | |
|---|--|
| _____ <u>Education Index</u> | _____ <u>Reader's Guide</u> |
| _____ <u>Psychological Abstracts</u> | _____ <u>Essay and General Lit. Index</u> |
| _____ <u>Humanities Index</u> | _____ <u>Biological Abstracts</u> |
| _____ <u>Business Periodicals Index</u> | _____ <u>Contemporary Literary Criticism</u> |
6. Where could you find a critique, plot summary, list of characters, and "further critical evaluation," all in one source? _____

SPECIAL INSTRUCTIONS:

Turn this evaluation exercise in at the Circulation Desk for grading.

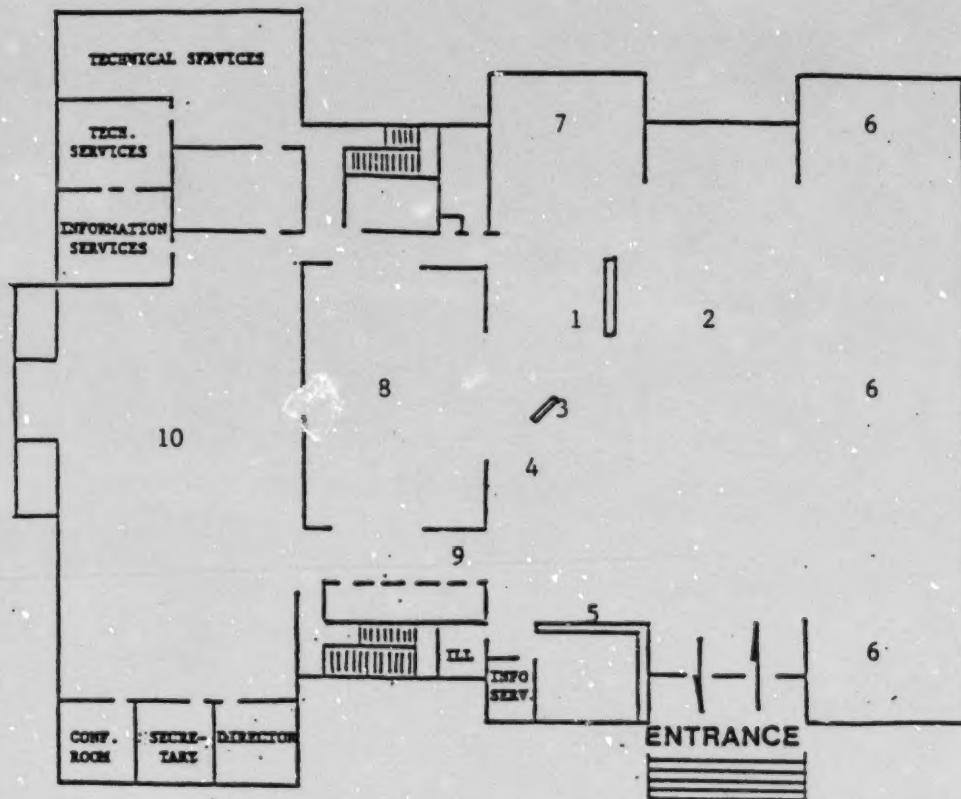
REVIEW EXERCISES
FOR IN-CLASS EXAMINATION

This section of the workbook has been developed to provide you with a review of the major points covered in all four of the units. It is divided into unit sections. This review will help you in studying for the in-class examination; however, you should also review the unit sections of the workbook in preparation for the in-class exam. You are NOT required to turn these exercises in for grading. Answers to the following review exercises are given at the end of this section.

If you have questions about any of the library concepts presented in this workbook after you have worked through the workbook and the review exercises, be sure to contact the Instruction Librarian for some help BEFORE you take the in-class exam! Remember, the in-class exam will count toward your final English 102 course grade.

UNIT I REVIEW:

Match the number on the first floor map to the list of specific locations.



- | | |
|------------------------|---|
| _____ Copiers | _____ Card Catalog |
| _____ Microfilm Alcove | _____ Library of Congress
Classified Books |
| _____ Reference Alcove | _____ Circulation Desk |
| _____ Magazines | _____ Index Tables |
| _____ Information Desk | _____ Periodicals List |

11. What are "reserve materials?" _____

UNIT I REVIEW (continued)

True or False?

- _____ 12. Reserve materials do not circulate.
- _____ 13. Reference materials do not circulate.
- _____ 14. Magazines and newspapers do not circulate.
- _____ 15. There is a five day grace period for overdue books.
- _____ 16. The circulation period for books is four (4) weeks; they may be renewed.

Using the Periodicals List sample entry shown below, answer the questions which follow:

Sports Illustrated	B 1930-1947
	UB 1948-1949
	M 1950+

- 17. According to the above sample entry, do we still subscribe to Sports Illustrated? _____
- 18. Last year's issues of Sports Illustrated are in what form? _____
- 19. Give the form (bound, unbound, or microfilm) of the following Sports Illustrated dates:
 - (a). January 10, 1931 _____
 - (b). June 7, 1969 _____
 - (c). May 1, 1948 _____
 - (d). December 29, 1947 _____
 - (e). August 3, 1980 _____
 - (f). November 24, 1949 _____
- 20. Georgia College Library has a "divided" card catalog. This means that it is divided into two (2) separate parts or sides. They are the _____ side and the _____ side.

UNIT II REVIEW:

1. Put the following call numbers in the order they would appear on the shelves:

392.07	392.7	392.7	392.07	392.107
B63	B6	B66	B6	A44

Write your answer in the space below:

2. What type of call numbers (Dewey Decimal or Library of Congress) are shown above? _____

3. Put the following call numbers in the order they would appear on the shelves:

JK	JK	JK	JK	JR
5549.1	5549	5549.01	5549	5306
.C37	.C3	.C37	.A3	.C37

Write your answer in the space below:

4. How can you tell the difference between an author card and a title card (just by looking at them)? _____

Multiple Choice (circle the BEST response)

5. Reader's Guide to Periodical Literature

- (a). is a general index.
- (b). provides locational information for magazine articles on certain subjects.
- (c). is arranged alphabetically.
- (d). is highly abbreviated.
- (e). ALL of the above.

6. Library of Congress Subject Headings is

- (a). of no real use to library users.
- (b). is used by library catalogers to assign subject headings for books.
- (c). used by library users to determine appropriate subject headings for searching the subject side of the card catalog.
- (d). both b and c above.

UNIT II REVIEW (continued)

7. The Periodicals List

- (a). indicates if a magazine is bound, unbound, or on microfilm.
- (b). is arranged alphabetically.
- (c). both a and b above.
- (d). can only be used with Reader's Guide.

8. Using the sample catalog card shown below, answer the questions which follow:

The fight against slavery	
322.44 B81f	Brady, Terence. The fight against slavery / Terence Brady and Evan Jones. 1st American ed. New York : Norton, 1977, c1975. 144 p. : ill. ; 24 cm. Bibliography: p. 144.
 1. Slavery--History. 2. Slave-trade--History. I. Jones, Evan, 1927--joint author. II. Title	

- (a). Is this an author or title card? _____
- (b). What is the complete call number? _____
- (c). Who is the author(s)? _____
- (d). What is the publication date? _____
- (e). Who is the publisher? _____
- (f). How many pages are in the book? _____
- (g). Is the book illustrated? _____
- (h). Does the book include a bibliography? _____
- (i). Does the book include an index? _____
- (j). What is the title of the book? _____

UNIT II REVIEW (continued)

9. True or False? (circle one) The word "holdings" refers to those magazines that are currently "held" (available) by Russell Library.

UNIT III REVIEW

1. What is the difference between a general index and a specialized index?

2. Match the following:

_____ Essay and General Lit. Index

_____ A Dictionary of Literary
Terms

_____ Humanities Index

_____ The Reader's Encyclopedia

_____ Twentieth Century Short
Story Explication

_____ Encyclopedia of World Lit.
in the Twentieth Century

_____ Contemporary Literary
Criticism

- A. A single volume reference work which provides locations of critical writings on short stories; arranged alphabetically by author.
- B. Published monthly, this specialized index provides citations for articles on such areas as folklore, language & literature, literary criticism, and classical studies; published by the same company that publishes Reader's Guide.
- C. This specialized reference series is published on a regular basis; arranged alphabetically by author's name; provides excerpts from magazine articles and books about the author's work(s).
- D. A 4-volume specialized encyclopedia in the area of world literature; includes biographical information, essays on literary movements, and articles on the literature of specific countries.
- E. Published annually, this index provides citations for critical writings that have been published in books.
- F. This single volume specialized reference source provides brief information on books, short stories, individual authors, literary terms, and literary movements.
- G. A specialized dictionary in the field of literature.

UNIT III REVIEW (continued)

True or False

3. Reader's Guide to Periodical Literature is an example of a specialized index.

4. Essay and General Literature Index is an example of a general index.

UNIT IV REVIEW

Match the following:

_____ Masterplots

_____ Book Review Index

_____ Book Review Digest

_____ Twentieth Century Authors

- A. Provides not only citations for book reviews, but also a description of the book and excerpts from actual reviews.
- B. Provides citations only for book reviews; does NOT provide review excerpts.
- C. A 12-volume set of plot summaries and critical evaluations of over 2000 literary works; also provides a list of characters in a work and their relationship to one another.
- D. A single volume work with a supplement volume which provides biographical information on authors of this century.

ANSWERS TO ALL OF THE PRECEDING REVIEW EXERCISES BEGIN ON THE NEXT PAGE. USE THESE ANSWERS TO CHECK HOW WELL YOU DID ON THE REVIEW. IF YOU ARE HAVING DIFFICULTY WITH ANY AREA CONTACT THE INSTRUCTION LIBRARIAN FOR HELP BEFORE YOU TAKE THE IN-CLASS EXAMINATION.

ANSWERS TO REVIEW EXERCISES

NOTE: Where possible, page numbers follow the answer to indicate the page within the workbook text which provides the answer and explanation to the question.

UNIT I ANSWERS:

(Answers 1-10 on library floorplan map, inside front cover)

- | | |
|---------------------|--|
| 1. Card Catalog | 6. Magazines |
| 2. Index Tables | 7. Microfilm Alcove |
| 3. Information Desk | 8. Reference Alcove |
| 4. Periodicals List | 9. Copiers |
| 5. Circulation Desk | 10. Library of Congress classified books |
11. Reserve materials are those materials kept at the Circulation Desk that are needed by persons in a specific course or class. They do not circulate unless the instructor gives specific approval. (pg. 6)
- | | |
|------------------|------------------|
| 12. True (pg. 6) | 15. True (pg. 6) |
| 13. True (pg. 6) | 16. True (pg. 6) |
| 14. True (pg. 6) | |
17. Yes
18. Microfilm
- | | |
|----------------|----------------|
| 19. (a). bound | (d). bound |
| (b). microfilm | (e). microfilm |
| (c). unbound | (f). unbound |
20. author/title side and subject side.

UNIT II ANSWERS:

- | | | | | | |
|-------------|--------|--------|---------|-------|-------|
| 1. (pg. 11) | 392.07 | 392.07 | 392.107 | 392.7 | 392.7 |
| | B6 | B63 | A44 | B6 | B66 |
2. Dewey Decimal (pg. 11)
- | | | | | | |
|-------------|------|------|---------|--------|------|
| 3. (pg. 11) | JK | JK | JK | JK | JR |
| | 5549 | 5549 | 5549.01 | 5549.1 | 5306 |
| | .A3 | .C3 | .C37 | .C37 | .C37 |
4. On an author card the author's name always appears on the top line of the card; on a title card the title of the work always appears on the top line.
5. e (pg. 12) 6. d (pg. 12) 7. c (pg. 14)
- | | |
|------------------------------------|--------------------------------|
| 8. (a). title (pg. 10) | (f). 144 pages |
| (b). 322.44 B81f (pg. 10) | (g). yes |
| (c). Terrence Brady and Evan Jones | (h). yes |
| (d). 1977 | (i). no |
| (e). Norton | (j). The fight against slavery |
9. True (pg. 14)

ANSWERS TO REVIEW EXERCISES (continued)

UNIT III ANSWERS:

1. General indexes provide citations for magazine articles which were published in general interest magazines such as Time and Newsweek. Specialized indexes provide citations for specialized, professional articles which were published in specialized, professional magazines. (pg. 22)
2. E Essay and General Literature Index (pg. 24)
G A Dictionary of Literary Terms (pg. 24)
B Humanities Index (pg. 23)
F The Reader's Encyclopedia (pg. 25)
A Twentieth Century Short Story Explication (pg. 25)
D Encyclopedia of World Literature in the Twentieth Century (pg. 26)
C Contemporary Literary Criticism (pg. 26)
3. False (pg. 22) 4. False (pg. 22)

UNIT IV ANSWERS:

- C Masterplots
- A Book Review Digest
- D Twentieth Century Authors
- B Book Review Index

BIBLIOGRAPHY OF SOURCES

Book Review Digest (Ref Z 1219 .C96)

Book Review Index (Ref Z 1035 .A1 B6)

Contemporary Literary Criticism (Ref PN 771 .C59 - 28 volumes)

A Dictionary of Literary Terms (Ref PN 41 .C83x, 1976 and one copy on Reserve at the Circulation Desk for English 102)

Encyclopedia of World Literature in the Twentieth Century (Ref PN 774 .L433 - 4 volumes)

Essay and General Literature Index (Index Table A)

Humanities Index (Index Table A)

Magazine Index (next to Reference Alcove)

Masterplots (Ref PN 44 .M33, 1976 - 12 volumes)

The Reader's Encyclopedia (Ref PN 41 .B4, 1965 and one copy on Reserve at the Circulation Desk for English 102)

Reader's Guide to Periodical Literature (Index Table B)

Twentieth Century Authors (Ref PN 771 .K86, 1 volume, and a supplement volume)

Twentieth Century Short Story Explication (Ref Z 5917 .S5 W33, 1977 and one copy on Reserve at the Circulation Desk for English 102)

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APPENDIX I:

Unit I Narration Script

UNIT I NARRATION SCRIPT

The degree of your success at Georgia College is determined in part by how well you know how to use the many resources found in Georgia College's Russell Library. Many of the courses offered at Georgia College involve assignments which require the use of the library--so, the more you know about the library, the faster you will be able to locate the materials you need--whether the course is English 102 or a course in political science, history, finance, or psychology.

The Information Services division of Russell Library has designed and developed this library skills unit to introduce you to the basic policies, procedures, and locations within the library. For the next few minutes we will be discussing all of these things. Turn to page 6 in your workbook and locate the section entitled "Some General Information About Georgia College's Russell Library." You should note that this section provides brief comments and listings of library hours, circulation policies and procedures, and services. A more detailed discussion of policies and procedures is given in the Russell Library Student Handbook. You can get a free student handbook at the Circulation Desk by just asking. At any rate, there's no point in going into a lot of unnecessary detail about this information on this tape--you can read over the general information section of the workbook after listening to the tape, or you may want to stop the tape now to review the information in your workbook.

On the inside front cover of your workbook is a floorplan/map of Russell Library. Turn to that floorplan now--again, it's on the inside front cover of your workbook--(brief pause)--now that you're looking at the workbook's map, let's talk about locations in the library. While there are many, many specific areas we could pinpoint, we've come up with 5 or 6 major areas in the

library that should suit your needs as an English 102 student for the time being. As we discuss each of these major areas you will want to stop and restart this tape as you actually move from one area to the next.

You picked up this cassette tape and tape player at the library's Circulation Desk--locate the Circulation Desk on your workbook map. The Circulation Desk serves as the "hub" of virtually all public service activities in the library. This is where books are checked in and checked out. This is also where fines are paid and locational questions are answered. The Circulation Desk is also where all reserve materials are kept for Georgia College classes. Reserve materials are those books or magazine articles that professors want everyone in a class to have access to. Reserve materials generally cannot be checked out, but instead must be used in the library. So if you're looking for something on reserve, ask for it at the Circulation Desk.

In front of the Circulation Desk is the Information Desk. Locate the Information Desk using the workbook's map-- . A professional librarian is assigned to the Information Desk during most hours of library operation--you're always going to find a librarian assigned there from 8 a.m. to 5 p.m., Monday through Friday. The purpose of the Information Desk is to provide library users (that's you) with a centralized location for getting professional assistance when you're having trouble with an assignment. Remember, that the library staff is here to help--so don't be afraid to ask for it when needed.

Locate the card catalog on your map, then go to the card catalog... it is behind the Information Desk. You've probably already noticed a sign on top of the card catalog which says "Author/title, and Subject." The sign also has arrows on it. This sign let's you know that Russell Library has what is known as a divided card catalog. That is, on one side you will have author

and title cards for each book in the library, and on the other side you will have subject cards for each book in the library. Author and title cards are arranged together alphabetically on their side and subject cards are arranged alphabetically on their side.-- If you wanted to know if we had a particular book by a particular author you would look it up alphabetically either by the author's last name or by the title on the author/title side of the card catalog. If you needed just any book on a particular subject you would look up that subject alphabetically on the subject side of the card catalog. The main thing to remember about the card catalog is that a book may be looked up in any one of three ways: by author, by title, or by subject heading. You cannot look up an author or a title on the subject side of the card catalog, nor can you look up a subject on the author/title side of the card catalog.

Go to the author/title side of the card catalog and open any drawer-- examine any card in the drawer. For author cards, the author's name will appear on the top line of the card. For title cards, the title of the book will be on the top line of the card. As you examine the cards in the drawer you opened, can you find an example of an author card and an example of a title card?

You will notice that on each card there is a cluster of numbers and letters in the upper left corner. These numbers and letters collectively make up what is known as the call number for that particular book. It is important to remember that any and all of the letters and numbers located in the upper left corner of the card are part of the call number. A call number is essentially the "address" for a book and you must have the complete, correct call number in order to locate the book on the shelves. We'll discuss call numbers in more detail in Unit II.

Go to the subject side of the card catalog and examine any drawer. Notice

that we use subject dividers. All cards BEHIND a subject divider represent books which have something to do with the subject printed on the divider. Theoretically, by counting the number of cards behind a subject card divider you can get a feel for how many books we have on a specific subject.

On your workbook map locate the Index Tables. If you've been going from area to area as you're supposed to, you should be at the subject side of the card catalog. If you turn around the Index Tables are right there in front of you. By looking at the arrangement of the books on these tables you will notice series of titles, such as Art Index, Biography Index, Business Periodicals Index, and Current Index to Journals in Education. We'll be spending a great deal more time in future units discussing periodical indexes. For now you simply need to know where they are located and that indexes do the same thing for magazines that the card catalog does for books. The card catalog gives you a call number for locating books; indexes provide all the information you need to locate magazine articles.

Locate the Periodicals List on your map and go to that area. It is a flip file located on the study carrel in front of the Information Desk. The Periodicals List is an alphabetical listing of all the magazine titles available at Russell Library, that is, it will tell you whether or not we subscribe to a particular magazine. If a magazine title is not listed in the Periodicals List then that title is not available in Russell Library. Take a moment now to look at the arrangement of the Periodicals List--you will notice that after the title of a magazine is listed, there follows one or more abbreviations and dates. The primary abbreviations used in the Periodicals List are B, UB, and M. B indicates that certain volumes of a magazine are bound into a hard-cover, book-like form. UB stands for unbound and basically means that certain issues of a magazine are kept as loose issues. M indicates that a magazine has been put on microfilm. In Units II and III you will get more exposure to and

practice at using the Periodicals List. For now, just remember where it is located and that it is used when conducting searches for magazine material.

As we just mentioned, some magazines are on microfilm. If you ever have to locate something on microfilm you will need to know where it is kept. Find the Microfilm Alcove on your map--it is located behind the card catalog along the north wall of the first floor. Microfilm of magazines is kept in the large gray metal filing cabinets located in the Microfilm Alcove. Microfilm is arranged in the gray filing cabinets alphabetically by title. You will notice that on the outside end of each of the filing cabinet drawers there is a card which indicates the beginning and ending titles that are kept in that drawer... I emphasize "beginning" and "ending" titles. Students often interpret these cards to indicate the only titles in the drawer and that is wrong. The titles on the cards represent a title range--any title which falls alphabetically between the two titles on the outside of the drawer would also be located in that drawer. Take a few minutes now to examine how microfilm is arranged within any drawer.

The last area to be mentioned in Unit I is the Reference Alcove. Locate the Reference Alcove on your map--it's behind the Information Desk-- go to the Reference Alcove. In this area of the library we keep general and specialized reference sources like dictionaries, encyclopedias, directories, and almanacs. Reference sources may not be checked out, but must be used in the library. As we move on to the other units we'll be taking a much closer look at some of the specific reference sources in the field of literature that might help you locate information for your documented theme.

This concludes the presentation of Unit I information. You may want to go back and review certain areas and locations, or perhaps you feel that you need to go through this tape one more time. Once you feel you have a

good understanding of the information presented on this tape and in the workbook text under Unit I, turn to page 7 in your workbook--this is the Unit I review exercise. You must score 70 or higher on this exercise in order to pass Unit I and move on to Unit II. Please read all instructions on the Unit I exercise carefully and answer all questions as indicated. When you have completed the exercise return to the Circulation Desk where a library staff member will take your test, and you can return the Unit I tape and tape player.

Good luck on the Unit I review exercise!!

APPENDIX II:

Unit II Narration Script

UNIT II NARRATION SCRIPT

Before starting Unit II you should have already completed Unit I. Unit II picks up where Unit I left off. We'll be reviewing some things about the card catalog, introducing new card catalog information, and we'll also be introducing you to general interest magazine indexes.

Turn to the Unit II section of your workbook. If you haven't already read the opening remarks, do so now. For the first portion of Unit II read and review the first two sections under Unit II of the workbook. These two sections are entitled "The Anatomy of the Catalog Card" and "Library of Congress and Dewey Decimal Call Numbers." On the Unit II review exercise you will be asked to arrange a group of call numbers, Dewey Decimal and Library of Congress, in the correct order. More than likely you're already somewhat familiar with Dewey Decimal call numbers--most school libraries use it as their classification system. The Library of Congress classification system, on the other hand, will probably be new to you because it is used primarily in college libraries with large collections. You will want to study carefully the information on Library of Congress call numbers to make sure you understand them because Russell Library is in the process of converting their entire book collection over to Library of Congress classification.

In Unit I we took a quick look at the card catalog--and you even took a look at cards in the card catalog. In Unit II we'll be taking a closer look at catalog cards. You'll be surprised at how much standard information and detail is crammed on to that one little card!

Take time now to read, study, and review the workbook sections on catalog cards and call numbers. After you have done that and feel comfortable with the information presented, start this tape again and we will continue with Unit II.

Some time in the near future you might find yourself ready to pitch a fit because you're having a hard time conducting a subject search on the subject side of the card catalog. For example, let's say you've looked up the subject heading "COOKBOOKS," which seems logical enough, but there is no subject divider card! Well, as I've already said, you'd probably be ready to pitch a fit or give up and go home; unless you knew how the Library of Congress people assign subject headings. Admittedly, from my own experience as a librarian, in more than one case I have found certain Library of Congress subject headings to be pretty way out. However, way out as they may seem, they do use a standardized list of subject headings. This standardized list is known as the Library of Congress Subject Headings List--it is a two-volume set of large read books. In Russell Library we keep a set of them on the table near the end of the card catalog for users to verify subject headings for a subject search.

Turn to page 12 in your workbook and find the beginning of the section entitled "Library of Congress Subject Headings." This section is actually an excerpt from the Library of Congress Subject Headings. Take a second to scan over this section and the arrangement of information on the excerpt. You will notice that certain words are in bold print and flush to the leftmost margin of each column on the page. These words constitute actual subject headings that might be found in the card catalog. On the excerpt in your workbook locate the entry for "Cookbooks." Notice that it is NOT in bold print, therefore it is NOT a legitimate subject heading and would not be found in the card catalog. It was included in the Library of Congress Subject Headings list because the people who developed the list realized that someone might logically try to use it as a subject heading; that is, the compilers of the list "second-guessed" some of the ways library users would

try to locate "cookbooks" through a subject search of the card catalog. You will notice that under the entry "cookbooks" they have the note: "See COOKERY."--Locate "COOKERY" on the excerpt in your workbook. When you find it you'll notice that it is in bold print--therefore, "COOKERY" is the subject heading to use instead of "COOKBOOK" or "COOKBOOKS." Sound crazy?--I agree, but we didn't write the book and they didn't ask us then they wrote it.

Another comment about this subject heading list that needs to be made involves some of the abbreviations they use that you may have noticed. For instance, under "COOKERY" there's the abbreviation symbol "sa" in lower-case letters and then a bunch of other words listed, indented under "COOKERY;" "sa" means "see also," and all those words listed under "COOKERY," beginning with "ALADDIN OVEN" and ending with "VEGETARIAN COOKERY," are all valid subject headings which might be found on the subject side of the card catalog. These "see also's" are listed to let the library user know what some of the related subject headings are--it might be that even though they looked up "COOKBOOKS" and were referred to "COOKERY," they might find a "see also" subject heading that is more specific to what they're actually looking for.

After the "see also" listings under the entry for "COOKERY" there is a lower-case "x" symbol. This lower-case "x" actually means "used for"--that is, the heading "COOKERY" is used for the words listed by the lower-case "x." To say it another way using this same example that we've been using, "COOKERY" is used instead of "COOK-BOOKS" (hyphenated, two words) and/or "COOKBOOKS" (one word).

Our main reason for mentioning the Library of Congress Subject Headings list is to make you aware of what it is, where it is, and how it can help you and save you time when you're conducting a subject search of the card catalog.

We will now begin the second half of Unit II which deals with magazine indexes.

Basically, there are two major types or categories of magazines: general interest and subject specialized magazines. This second portion of Unit II is designed to introduce you to general interest magazines and how to locate information in them. General interest magazines include such titles as Time, Life, Sports Illustrated, Ebony, and Newsweek. General interest magazines are the kind you probably subscribe to at home or would find in a doctor's or dentist's office. General interest magazines usually deal with varied subject areas and the articles are written in easy-to-understand, everyday language, not high fallootin' professional jargon.

When you are trying to locate general interest types of information on a particular subject there are two ways you could do this--there's a right way and a wrong way. The wrong way to locate magazine information is to browse through monthly issues until you happen to run across an article on your topic. Afterall, if you're working on a class assignment, the quarter only runs for about eleven weeks. If you have an obscure topic you could spend the entire eleven weeks browsing and find nothing!

Now that we've covered how not to go about searching for magazine articles, let's talk about the correct way...

The correct way to conduct a subject search for magazine information is to use a reference tool which is especially designed for magazine access. I'm referring to "indexes." You may remember locating the Index Tables in Unit I. An index is designed to help you locate where specific types of magazine information may be found--it's sort of like a city directory, or a telephone book... you look up your subject and under the subject heading you find all the information needed to find the article on your subject. This locational

information is known as a citation--you might think of an index citation to an article as the "address" for that article.

Since we already know that there are general and specialized magazines you may have guessed by now that there are general and specialized indexes also. For the remainder of Unit II we will be talking about two major general indexes and how to conduct subject searches in each. These two indexes are Reader's Guide to Periodical Literature and the Magazine Index.

Before going any further locate Reader's Guide on Index Table B. Now that you are sitting in front of Reader's Guide you will notice that we have quite a few bound volumes of it... all the way back to 1900. You will notice on the spines of each volume that each volume covers a specific time period. For the most current information available on a topic that has been indexed in Reader's Guide you would have to use the paperback monthly issues of Reader's Guide. These paperback issues are bound together every six months to make what is known as a semi-annual cumulated volume.

Select a bound volume of Reader's Guide (one within the last four years) and open it to about the middle of the volume. You should notice certain characteristic features of the way this index is set up. You will notice that each page is divided into two columns. In each column you will notice that there are certain words in capitalized, bold type, and they are flush to the left margin of each column. These words are known as main subject headings. By reading these headings from one column to the next you should notice that they are arranged alphabetically.

Compare the page you have opened to in Reader's Guide to the sample excerpt from Reader's Guide which appears on page 12 in your workbook. At the top of page 14 in your workbook is a sample citation extracted from Reader's Guide. Pay particular attention to the order that the elements appear in a

Reader's Guide citation: first is the title of the article; then, the author's name is given; followed by a description of the article regarding such things as if it's illustrated, or has a bibliography. Next comes the name of the magazine in which the article appears, and the volume number of the magazine. The volume number is followed by a colon which is followed by the page numbers of the article. Last, but certainly not least, comes the month and year of the particular magazine that this article is in. Notice the extensive use of abbreviations. Obviously many of the abbreviations are not familiar to you. In order to make any sense out of a citation you have to have some way of "decoding" it. In the beginning, or prefatory pages of the volume of Reader's Guide, find the page with the single-word heading "Abbreviations"--that is, turn to the very front of the volume of Reader's Guide that you're using and scan the first several pages until you find the one that has the single-word heading "Abbreviations." You often have to refer to this abbreviations table to decode a citation, at least until you get some experience using Reader's Guide, then you become familiar with many of their standard abbreviations and symbols. Take another look at the sample citation at the top of page 14 in your workbook and notice that the title of the magazine in the citation is also abbreviated. Once again, go to the prefatory pages of the Reader's Guide volume you are using and find the section headed up as "Abbreviations of Periodicals Indexed." This is where you have to go to "decode" magazine titles that have been abbreviated beyond recognition.

Before going any further we need to pass along some good advice about doing a subject search in any type of index, not just Reader's Guide, but any type. Often times there are many ways to describe a topic. That is, I may have one way of describing a topic and you may have a completely different way of describing the exact same topic. Neither of us would be right or wrong.

The point is, that sometimes you will look up a subject word only to find that there's no such heading in Reader's Guide. Don't give up!! Try to think of other ways to describe your topic. A good general rule of thumb about subject searches is that you need to think of your subject in general terms or broad terms... these would be words or phrases like the main subject headings in Reader's Guide. Once you come up with a main subject heading for your topic that is used in Reader's Guide you can use the sub-headings to narrow down the main subject heading.

Once you have located and decoded a citation in Reader's Guide you then have to find out whether or not we even subscribe to the magazine you're looking for. First, turn back once again to the prefatory pages to the "Abbreviations of Periodicals Indexed"--that's the table we just got through looking at. You will notice that many of the titles have dashes next to them. These dashes indicate that we have issues of that magazine in the library. However, you've got to realize that just because it has a dash by it, it does not mean that we will necessarily have the specific month and year of the magazine you want. For instance, you may want the April, 1957 issue of Georgia Magazine. We may not have started subscribing to Georgia Magazine until 1958, or perhaps we stopped subscribing in 1956--in either case we would not have a 1957 issue.

So how do you determine if we have a specific issue of a magazine? You must refer to the Periodicals List located in the vicinity of the Information Desk and card catalog--remember, we located the Periodicals List in Unit I. Refer to page 14 in the workbook which deals with the Periodicals List and also to page 15 which describes the basic steps in retrieving a magazine article. These pages describe the organization of the Periodicals List. Be sure to review them before taking the Unit II review exercise.

One other general index that we need to mention is the Magazine Index located next to the Information Desk. It is unlike Reader's Guide in that it is on microfilm instead of in print volumes and issues. Locate it in the area of the Information Desk. If you have trouble finding it, ask a library staff person.

Basically Magazine Index is arranged the same way as Reader's Guide; however, it has some definite advantages over Reader's Guide. First of all, it indexes more general interest magazines--over 400 different titles. It also is much quicker and more current than Reader's Guide, and most importantly, my experience has shown that the main subject headings and sub-headings in Magazine Index tend to make more sense than those found in Reader's Guide.

After finding a citation in Magazine Index you have to go to the Periodicals List just as if you were using Reader's Guide. You have to go to the Periodicals List, remember, to see if we have the magazine you're looking for.

The Unit II review exercise doesn't have any specific questions about Magazine Index so there's no need to conduct a search now. Just remember where it is and what it does.

Page 15 in your workbook, "Basic Steps to Retrieving a Magazine Article," has been designed as a sort of checklist for the entire magazine subject search process and it will be a good review source for the Unit II review exercise.

This concludes the Unit II information presentation. While Unit II took considerably longer to complete than Unit I, the information presented is extremely important in terms of your continued success in Units III and IV. If you are confused about any of the concepts presented in Unit II, go back and review the appropriate sections in the workbook; or you may want to review cer-

tain portions of this tape.

After completing the Unit II exercise which begins on page 17 of the workbook, return the tape and tape player, along with the complete Unit II exercise to the Circulation Desk.

Good luck with the Unit II exercise!!

APPENDIX III:

*Alternate Unit Exercises (with answers)

*During the developmental stages of the workbook when individual units were being used, there arose a problem with students copying each other's work. In an effort to "discourage" this, two different exercises were developed for each unit--an "A" and a "B." Half of the workbooks had all "A" exercises and half had all "B" exercises. Both tests look almost identical at a glance, but require different answers. We found that this helped in the area of student copying.

Score: _____

Minus pts.: _____

NAME: Alternate Unit I Exercise (with answers) UNIT I Evaluation B

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit I. This evaluation will be graded on a pass/fail basis. In order to pass Unit I you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text and the audio tape to verify your answers.

LIBRARY POLICIES/PROCEDURES (4 points each)

Please indicate in the blank to the left whether each of the following statements is true (T) or false (F).

- true 1. Library materials may be checked out for 4 weeks at a time; they may be renewed.
- true 2. There is no limit to the number of books per visit which may be checked out.
- false 3. Reference materials (dictionaries, encyclopedias, etc.) may be checked out.
- false 4. Reserve materials are circulated because they are needed for everyone in a particular class. They are kept at the Information Desk.
- false 5. Overdue fines are \$1.00/day per book.

SPECIALIZED LOCATIONS WITHIN THE LIBRARY (5 points per answer)

Using the library map on the inside front cover of your workbook, answer each of the following questions. You may have to go to specific areas in order to answer the question.

1. The Periodicals List is an alphabetically arranged file of the magazines we subscribe to at Russell Library. Using the Periodicals List, do we subscribe to Athletic Journal? yes
2. Looking at the top of the first page of the Periodicals List (before the "A's") determine what the following abbreviations stand for:

M= microfilm ; B= bound ; UB= unbound

3. Go to the INDEX TABLES. Give the title of one (1) index series that you find (example: Reader's Guide to Periodical Literature...DON'T use the example we have just given you!):

Examples include: Biography Index, Art Index, Business Periodicals Index, etc.

4. Microfilm is arranged alphabetically by title. Examine any drawer of the microfilm cabinets, paying particular attention to the arrangement of microfilm within the drawer. Find the drawer that contains Educational Technology. By examining the contents of that drawer, what title comes AFTER Educational Technology?

Elementary Education

5. Go to the REFERENCE ALCOVE and list one (1) specific title you find and its COMPLETE call number (remember, "Ref" is part of the call number):

Title: (any Reference title) Complete Call Number: (must include "Ref")

CARD CATALOG (4 points per answer)

For certain of the questions below you will need to use the card catalog to find the answer.

1. Russell Library has a "divided catalog." What is meant by the term "divided catalog?"

The card catalog is actually "divided" into sections.

In Russell Library there are two (2) sections: author/title and subject.

2. A book may be looked up in the card catalog 3 ways. What are they?

(1). author (2). title (3). subject

3. Go to the card catalog and look up the book entitled Rankell's Remains. What is the complete "call number" (upper left corner of card) for that title?

"microfilm"

4. Going to the subject side of the catalog, is there a card for the subject OCCULT SOCIETIES? no
5. If you were looking for a book ABOUT a person or about a person's works (HINT, HINT for later research for your documented theme) that person would be treated as a subject heading. Do we have a subject heading for WELTY, EUDORA, 1909--Criticism and Interpretation? yes
6. What is the COMPLETE call number for the book by Ann Sexton entitled To Bedlam and Part Way Back?
Complete call number for above title: 811.5 S51t
7. How many books, according to the card catalog, do we have in this library on the subject of INVENTORS? (count the cards BEHIND the subject card divider labeled INVENTORS) five (5)
8. Some broad subject headings in the card catalog are further broken down by the addition of subheadings. For example CONSUMER EDUCATION--ADDRESSES, ESSAYS, LECTURES; or CONSUMER EDUCATION--BIBLIOGRAPHY. Look up the subject heading ATOMIC WARFARE. Give one (1) subheading that appears with ATOMIC WARFARE after the broad subject heading card.

ATOMIC WARFARE-- correct responses include: Economic Aspects-U.S.;
Moral and Relig. Aspects; Psychological Aspects; and Safety Measures.

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit I exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit I post evaluation exercise at the Circulation Desk. It will be graded and the grade will be posted by social security number within the next day or so.

Score: _____

Minus pts.: _____

NAME: Alternate Unit II Exercise (with answers) UNIT II Evaluation B

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit II. This evaluation will be graded on a pass/fail basis. In order to pass Unit II you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text and the audio tape to verify your answers.

ANATOMY OF THE CARD CATALOG CARD (2 points per answer)

Using the catalog card examples given below (card A and card B) answer the questions below in the spaces provided:

599.744 E94c	The carnivores Ewer, R. F. The carnivores (by) R. F. Ewer. Ithaca, N.Y., Cornell University Press 1972, 1977 printing. 494 p. illus. 25 cm. Bibliography: p. 416-453 1. Carnivora. I. Title.
-----------------	---

← CARD "A"

CARD "B" →

796.42 097t	Owens, Jesse, 1913- Track and field/ Jesse Owens; edited by Dick O'Connor.- New York: Atheneum, 1979, c1975. 120 p. : ill.; 22 cm. 1. Track-athletics. I. Title.
----------------	--

1. Is the card B card an author card or title card? author How do you know? author's name appears on the top line of the card
2. Who is the publisher of the card B book? Atheneum
3. Who is the publisher of the card A book? Cornell University Press
4. Where was the card A book published? Ithaca, New York
5. In what year was the card A book first published? 1972 How many pages are in the card B book? 120

CALL NUMBERS: LIBRARY OF CONGRESS AND DEWEY DECIMAL (15 points per question)

1. Put the following Dewey numbers in the order they would appear on the shelves:

383.99 383.99 383.99 383.99 383.99 383.99
B79 K82 B2 B2 B79 K82

Write answer in this space:

CALL NUMBERS (continued)

2. Put the following Lib. of Congress numbers in the order they would appear:

LB	LB	LB	Write answer in this space:		
370	307	307	LB	LB	LB
A86	H37	A25	307	307	370
			A25	H37	A86

SUBJECT HEADINGS (2 points per answer)

1. True or False? (circle one) The Library of Congress Subject Headings is the standard source used by catalogers to assign subject headings to a book.
2. Is "Contumacy (Canon law)" a valid Library of Congress subject heading? yes
3. Under the main heading "Literature" in the Library of Congress Subject Headings, list two (2) of the "sa" (see also) headings:

(see LC Subject Headings) and (see LC Subject Headings)

GENERAL INDEXES: READER'S GUIDE and MAGAZINE INDEX (3 points per answer)

1. Explain in simple terms what the purpose of the Periodicals List is: _____

It let's you know what magazines are available in Russell Library; also tells you in what form the title exists, i.e., bound, unbound, or microfilm.

2. True or False? (circle one) Specialized magazines deal with one specific subject and are often written in hard-to-understand professional language.
3. True or False? (circle one) A citation in an index is actually the "address" for a magazine article.
4. True or False? (circle one) When conducting a subject search in Reader's Guide or Magazine Index one needs to think of his topic in general terms (or main headings); subheadings under the main headings help you zero in on a specific area of your topic.
5. True or False? (circle one) Just because a citation is in Reader's Guide does NOT mean that we have the magazine in this library; you have to check the Periodicals List to see if we have the issue you want.
6. True or False? (circle one) If a magazine title is not found in the Periodicals List then we have never subscribed to that magazine in this library.
7. True or False? (circle one) To get unbound issues of a magazine you have to request them at the Circulation Desk.
8. Go to the preliminary pages of a fairly recent bound (hardcover) volume of Reader's Guide (Index Table B). Find the page with the one-word heading "ABBREVIATIONS." Using the information on that page "decode" what the following abbreviations mean:

v= volume and J1= July

9. In the same preliminary pages find the page with the heading "ABBREVIATIONS OF PERIODICALS INDEXED." Decode the following magazine title abbreviation:

Arch Rec= Architectural Record

10. Remember that if the abbreviation in the list of "ABBREVIATIONS OF PERIODICALS INDEXED" has a dash by it that means that we do subscribe to it (or have subscribed to it at some time in the past). With this in mind, do we presently, or have we ever, subscribed to the following magazines? Write YES or NO.

Fortune: yes Sr Schol: no

NAME: Alternate Unit II Exercise (cont.) UNIT II Evaluation & (continued)

Using your workbook text on Unit II which deals with the Periodicals List answer the following items about the example shown below from the Periodicals List:

Life

B 1937 - Dec. 29, 1972

UB Oct., 1978+

(a). If you wanted the April, 1983 issue of Life magazine, in what form (bound, unbound, or microfilm) would it be?

unbound (UB)

(b). Which issues of Life magazine exist on microfilm?

none

(c). From 1937 to 1972 Life magazine is in what form?

bound (B)

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit II exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit II post evaluation exercise at the Circulation Desk. It will be graded and the grade posted within the next day or so.

Score: _____

Minus pts.: _____

NAME: Alternater Unit III Exercise (with answer) UNIT III Evaluation B

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit III. This evaluation will be graded on a pass/fail basis. In order to pass Unit III you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text to verify your answers.

SPECIALIZED INDEXES (3 points per answer)

True or False. Write your response (T or F) in the space provided.

- true 1. Humanities Index indexes English language periodicals only (check the comments in the prefatory pages of the index).
- true 2. Like Reader's Guide, the Humanities Index uses many abbreviations in its citations; you must use the preliminary pages to "decode" citations.
- true 3. Humanities Index provides citations to magazine articles.
- true 4. One may use a subject approach in both Humanities Index and Essay and General Literature Index.
- true 5. In Essay and General Literature Index and Humanities Index articles about an author's work(s) are found under that author's name and then under the subheading "about."
- true 6. Essay and General Literature Index indexes materials in collections of essays and miscellaneous works (check comments in prefatory pages of index).
- true 7. The last section of Essay and General Literature Index is "Directory of Publishers and Distributors."
- false 8. The last section of Essay and General Literature Index is "List of Books Indexed."
- true 9. Once you've found a citation in Essay and General Literature Index that you would like to see you must go to the card catalog and conduct an author/title search of the book that is cited in order to determine if we have that particular book in Russell Library.
- true 10. Encyclopedia of World Literature in the Twentieth Century includes information on foreign and American authors.
- false 11. In order to conduct a comprehensive search of all volumes of Contemporary Literary Criticism you must look in the index of every single volume in the 28-volume set.
- false 12. Encyclopedia of World Literature in the Twentieth Century includes only biographical information on specific authors.

SHORT ANSWER (4 points per answer)

1. Select any two (2) names from the following list of authors. Using Encyclopedia of World Literature in the Twentieth Century (EWLTC) indicate on what page you can find a main article about them (ANSWER ANY TWO):

- a. PYNCHON, Thomas-EWLTC page #: 132 c. McCOLLERS, Carson-EWLTC page #: 402
- b. STYRON, William-EWLTC page #: 362 d. CATHER, Willa-EWLTC page #: 211

2. Give one example (title) of a specialized index: Examples include: Art Index, Education Index, Business Periodicals Index, Biography Index, etc.
3. Give one example (title) of a general index (NOT a magazine title): _____

Reader's Guide to Periodical Literature OR Magazine Index

SPECIALIZED LIBRARY REFERENCE SOURCES (3 points per answer)

1. The Reader's Encyclopedia-There are two copies of this literary source. One is kept in the Reference Alcove (Ref PN 41 .B4, 1965), the other is on Reserve at the Circulation Desk. Using one of the copies, briefly (one sentence) describe the following term and title:

licitor- in Ancient Rome, an officer attending a magistrate

Romance of the Rose- (Roman de la Rose, 13th c.) Medieval French poem in two parts

2. Dictionary of Literary Terms-There are two copies of this specialized dictionary. Like Reader's Encyclopedia, one copy is in the Reference Alcove (Ref PN 41 .C83x, 1976), the other on Reserve. Using one of the copies, briefly describe the following term:

jeu parti- a kind of debate poem

Twentieth Century Short Story Explication-The third edition of this work is on Reserve at the Circulation Desk; two other copies are in the Reference Alcove (Ref Z 5917 .S5 W33, 1977). **MAKE SURE YOU DO NOT HAVE THE SUPPLEMENT.** Use one of the copies to answer the following:

1. Find the title of an article written by Joseph Brannan about Stephen Crane's short story "George's Mother." Write the title in the space provided.

"The Imagery and Art of 'George's Mother'"

2. How many citations of writings are listed for Eudora Welty's short story "Where is the Voice Coming From?" one (1)
3. Using the "Index of Short Story Writers" at the very back of the book (a). who is the very first author listed? Achebe (b). what page does the index refer you to about him? one (1)
4. True or False? (circle one): Twentieth Century Short Story Explication includes citations for critical writing in both books and selected journals (see comments in the prefatory pages).
5. Is there a critical writing citation for Richard Brautigan's short story "Revenge of the Lawn?" yes If so, write the COMPLETE CITATION (including page number) in the space below; if not, write "not applicable."

Malley, Terrence. Richard Brautigan, 39-43

6. Are there critical writing citations for Kurt Vonnegut's "EPICAC?" yes
If so, write one complete citation in the space below; if not, write "not applicable." Ash, Brian. Faces of the Future..., 116-117 OR
Minot, Stephen and Robley, Wilson. Teacher's Manual..., 16-17.

Encyclopedia of World Literature in the Twentieth Century (Ref PN 774 .L433, 4 vols.)-

Use this source to answer the following questions. PLEASE USE THIS SET ONLY IN THE REF. ALCOVE--Make sure you put it back where it belongs... thanks.

7. In volume 4 there is an entry for Kurt Vonnegut, Jr. Using that volume, answer the following questions about Vonnegut:

a. nationality- American c. birthplace- Indianapolis, Indiana

b. birthdate- November 11, 1922

8. According to the entry heading "DETECTIVE FICTION" what kinds of novels/written works are included in that category?

a. crime novels b. mystery novels c. thrillers

SPECIAL INSTRUCTIONS: Turn this exercise in at the Circulation Desk for grading.

Score: _____

Minus pts.: _____

(with answers)
NAME: Alternater Unit IV Exercise UNIT IV Evaluation B

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit IV. This evaluation will be graded on a pass/fail basis. In order to pass Unit IV you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text to verify your answers.

BOOK REVIEW SOURCES (4.5 points per answer)

1. Book Review Index provides only citations to reviews. True or False?
2. Book Review Digest provides both citations and excerpts from actual reviews. True or False?
3. Using Book Review Digest give the location of one review for any one of the following books (I want the magazine title, date, and page number).

Marilyn: a biography, by Norman Mailer, published in 1973.

How to Play Better Football, by C. Paul Jackson, published in 1973

Review location: (numerous possible listings for either title)

4. Using Book Review Index list the title of one book written by Frank M. Tierney which was reviewed in 1980 or 1981 (pay attention to dates):

Crawford Symposium OR any "Silly Sally and..." title

5. The following is a sample citation taken from Book Review Index. Answer the questions about this citation which follow:

MORGAN, Richard E. - Powder and Lace
PW - v106 - D 1 '81 - p 2326

- (a). What is the title of the book being reviewed? Powder and Lace
 - (b). Who wrote the book? Richard E. Morgan
 - (c). In what magazine does the review appear? Publisher's Weekly
 - (d). Checking the Periodicals List, do we have this magazine here for the above date? yes
 - (e). If we have this magazine for Dec. 1, 1981, is it bound, unbound, or on microfilm? (if we don't have it write "not applicable") microfilm
6. Using the 1980 or 1981 volume of Book Review Index, were any reviews written during '80 or '81 on works by Dorothy Rubin? yes What about works by Joyce S. Mitchell? yes

PRACTICE IN APPLICATION OF BASIC SEARCH SKILL (4.5 points per answer)

1. You are interested in locating several general interest magazine articles on the topic "Publishers and Publishing." Where is probably the best place to start your search? Reader's Guide to Periodical Literature OR Magazine Index

2. You have found a critical writing on a short story, but it's full of "big word" and unfamiliar literary phrases. The main character in the short story is described in the article as a "teddy boy;" you're not exactly sure what this means, so you need a literary definition.

(a). What source could you use to find this? Reader's Encyclopedia OR Dictionary of Literary Terms

(b). What does "teddy boy" mean? (use the source you cite above) _____

a post World War II English teenager

3. You are interested in finding a very brief (2 or 3 paragraphs) summary of "The Blithedale Romance" by Nathaniel Hawthorne. It's not in the World Book Encyclopedia. Where could you find it? Reader's Encyclopedia OR

Masterplots

4. You are interested in locating books on the subject "Plays for Children," but you've checked the "P" drawer in the card catalog and we do not have a subject entry there. What source could you use to check to see if you were using the right subject heading? Library of Congress Subject Headings

According to this source, what subject heading should you use?

Children's Plays

5. You are interested in locating magazine articles (general interest and specific) on a particular literary work. Check below which of the following sources you could use in your search:

Education Index

Reader's Guide

Psychological Abstracts

XX Essay and General Lit. Index

XX Humanities Index

Biological Abstracts

Business Periodicals Index

XX Contemporary Literary Criticism

6. Where could you get a book review citation for a book by author Oscar Wilde? Book Review Index OR Book Review Digest

SPECIAL INSTRUCTIONS:

Turn this evaluation exercise in at the Circulation Desk for grading.

APPENDIX IV:

Unit Exercise Answer Keys
(including CLEP)

NAME: ANSWER KEY

Eng. 102 Library Skills CLEP Exam

Eng. 102 INSTRUCTOR: _____

Soc. Sec.#: _____

Instructions: Answer each of the following questions as indicated. Remember, the purpose of the CLEP is to test what YOU already know...you should not have studied for this exam; WORK ALONE! Each part of this test will be graded separately. Each question counts 10 points. In order to CLEP one or both of these units you must score at least 70 on each part. You MUST pass Part One in order to get any CLEP credit. GOOD LUCK!!

PART ONE (Unit I Questions):

1. True of False? (circle one) Reserve materials are those books and articles which are not circulated because they are needed for everyone in a particular class. They are kept at the Circulation Desk.
2. True or False? (circle one) The Periodicals List is an alphabetically arranged file of the magazines we subscribe to at Russell Library.
3. A reference book is distinguished from other books in that: (circle one)
 - A. there is no distinction between the two.
 - B. it provides specific bits of information on various subjects.
 - C. it should be read thoroughly from cover to cover.
 - D. it may cover one subject or many subjects.
 - E. both B and D above.
4. What is meant by the term "divided catalog" (as in card catalog)? the card catalog is actually "divided" into two (2) specific sides: author/title and subject.
5. A book may be looked up in the card catalog three different ways. What are they?
(1). author (2). title (3). subject
6. Periodical indexes such as Reader's Guide and Education Index are all kept together on tables on the first floor of the library. True or False? (circle one)
7. True or False? (circle one) If you were looking for a book ABOUT a person you would go to the subject side of the card catalog.
8. The group of numbers and letters in the upper left corner of a catalog card are known as call numbers (two words). They are unique to a particular book and are used to locate the book on the shelves.
9. True or False? (circle one) Microfilm is kept in a special group of cabinets at Russell Library. They are arranged alphabetically by title.

PART TWO (Unit II Questions):

1. Put the following Dewey call numbers in the order they would appear on the shelves:

384.01	384	383.99	383.9	383.99
B97	B97	B79	K82	B2
Correct order:				
383.9	383.99	383.99	384	384.01
K82	B2	B79	B97	B97

2. Put the following Library of Congress call numbers in the order they would appear on the shelves:

ANSWER: LB LB LB LB LB
 307 370 370 703 730
 H37 A25 A86 H37 K94
 LB LB LB LB LB
 370 730 307 703 370
 A86 K94 H37 H37 A25

3. True or False? (circle one) The prefatory (or preliminary) pages in Reader's Guide have a table of abbreviations which help in "decoding" a citation.
 4. True or False? (circle one) Just because a citation is in Reader's Guide does NOT mean that we have the magazine in this library; you have to check the Periodicals List to see if we have the issue you want.
 5. True or False? (circle one) Bound and unbound magazines are all kept together in a section on the first floor of the library.
 6. The following is an example of a magazine listing from the Periodicals List:

LIFE B 1937 - Dec. 29, 1972
 UB Oct., 1978+

Answer the following about the above example:

- (a). If you wanted the April, 1943 issue of Life, in what form (bound, unbound, or microfilm) would it be? bound (B)
 (b). Which issues of Life magazine exist in bound format? 1937 - Dec. 29, 1972
 (c). From Oct., 1978 to the present Life magazine is in what form? unbound (UB)
7. The following is an example of a card from the card catalog:

The carnivores
 599
 E94c Ewer, R. F.
 The carnivores (by) R. F. Ewer.
 Ithaca, N.Y., Cornell University Press
 1973.
 xv, 494 p. illus. 25 cm.
 Bibliography: p. 416-453.

Answer the following about the above example:

- (a). Is the above card an author card or title card? title
 (b). Who is the publisher of the book? Cornell University Press

SPECIAL INSTRUCTIONS!!

After you have completed this CLEP test you must turn it in at the Circulation Desk for grading--your grade will be posted in a day or so. If you pass this CLEP component you may skip Units I and II and begin with Unit III in your workbook.

Score: _____

Minus pts.: _____

NAME: ANSWER KEY UNIT I Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit I. This evaluation will be graded on a pass/fail basis. In order to pass Unit I you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text and the audio tape to verify your answers.

LIBRARY POLICIES/PROCEDURES (4 points each)

Please indicate in the blank to the left whether each of the following statements is true (T) or false (F).

- false 1. Library materials may be checked out for 2 weeks at a time; they may be renewed every two weeks.
- false 2. There is a limit of 5 books per visit which may be checked out.
- true 3. Reference materials (dictionaries, encyclopedias, etc.) may not be checked out.
- true 4. Reserve materials generally are not circulated because they are needed for everyone in a class. They are kept at the Circulation Desk.
- true 5. Overdue fines are 25¢/day per book.

SPECIALIZED LOCATIONS WITHIN THE LIBRARY (5 points per answer)

Using the library map on the inside front cover of your workbook, answer each of the following questions. You may have to go to specific areas in order to answer the question.

- 1. The Periodicals List is an alphabetically arranged file of the magazines we subscribe to at Russell Library. Using the Periodicals List, do we subscribe to Apiculture Journal? no (by the way, "apiculture" is a legitimate word).
- 2. Looking at the top of the first page of the Periodicals List (before the "A's") determine what the following abbreviations stand for:

M= microfilm; B= bound; UB= unbound

- 3. Go to the INDEX TABLES. Give the title of one (1) index series that you find (example: Reader's Guide to Periodical Literature...DON'T use the example we have just given you!!):

Examples include: Art Index, Business Periodicals Index, Education Index, etc.

- 4. Microfilm is arranged alphabetically by title. Examine any drawer of the microfilm cabinets, paying particular attention to the arrangement of microfilm within the drawer. Find the drawer that contains Education Digest. By examining the contents of that drawer, what title comes AFTER Education Digest?

Educational Forum

- 5. Go to the REFERENCE ALCOVE and list one (1) specific title you find and its COMPLETE call number (remember, "Ref" is part of the call number):
 Title: (any Reference title) Complete call number: must include "Ref"

CARD CATALOG (4 points per answer)

For certain of the questions below you will need to use the card catalog to find the answer.

1. Russell Library has a "divided catalog." What is meant by the term "divided catalog?"

The card catalog is actually "divided" into sections. In

Russell Library there are two (2) sections: author/title and subject.

2. A book may be looked up in the card catalog 3 ways. What are they?

(1). author (2). title (3). subject

3. Go to the card catalog and look up the book entitled Rankell's Remains. What word appears in the upper left corner of the card for that title?

microfilm

4. Going to the subject side of the catalog, is there a card for the subject OCCULT SCIENCE? yes

5. If you were looking for a book ABOUT a person or about a person's works (HINT, HINT for later research for your documented theme) that person would be treated as a subject heading. Do we have a subject heading for WELTY, EUDORA, 1909-- Criticism and Interpretation? yes

6. What is the COMPLETE call number for the book by Ann Sexton entitled Words for Dr. Y?

Complete call number for the above title: 811.54 S51w

7. How many books, according to the card catalog, do we have in this library on the subject LITERARY RESEARCH? (count the cards BEHIND the subject card divider labeled LITERARY RESEARCH) four (4)

8. Some broad subject headings in the card catalog are further broken down by the addition of subheadings. For example, CONSUMER EDUCATION--ADDRESSES, ESSAYS, LECTURES or CONSUMER EDUCATION--BIBLIOGRAPHY. Look up the subject heading ATOMIC POWER. Give one (1) subheading that appears with ATOMIC POWER after the broad subject heading card.

correct responses include: Addresses, Essays, Lectures;
ATOMIC POWER-- Collected Works; Environmental Aspects; International Control;
Law and Legislation-U.S.; U.S.; and Plants.

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit I exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit I post evaluation exercise at the Circulation Desk. It will be graded and the grade will be posted by social security number within the next day or so.

Score: _____

Minus pts. _____

NAME: ANSWER KEY UNIT II Evaluation A

Social Security #: _____ INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit II. This evaluation will be graded on a pass/fail basis. In order to pass Unit II you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!!** You may use your workbook text and the audio tape to verify your answers.

ANATOMY OF THE CARD CATALOG CARD (2 points per answer)

Using the catalog card examples given below (card A and card B) answer the questions below in the spaces provided:

599.744 E94c The carnivores Ewer, R. F. The carnivores (by) R. F. Ewer. Ithaca, N.Y., Cornell University Press 1972, 1977 printing. 494 p. illus. 25 cm. Bibliography : p. 416-453 1. Carnivora. I. Title.	← CARD "A"
CARD "B" →	796.42 097t Owens, Jesse, 1913- Track and field/Jesse Owens; edited by Dick O'Connor.- New York: Atheneum, 1979, c1976. 120 p. : ill.; 22 cm. 1. Track-athletic. I. Title.

- Is the card A card an author card or title card? title How do you know?
because the title appears on the top line of the card.
- Who is the publisher of the card A book? Cornell University Press
- Who is the publisher of the card B book? Atheneum
- Where was the card B book published? New York
- In what year was the card B book first published? 1976 How many pages are in the card A book? 494

CALL NUMBERS: LIBRARY OF CONGRESS AND DEWEY DECIMAL (15 points per question)

- Put the following Dewey numbers in the order they would appear on the shelves:

383.99
B79

383.9
K82

383.99
B2

Write answer in this space:

383.9
K82

383.99
B2

383.99
B79

CALL NUMBERS (continued)

2. Put the following Lib. of Congress numbers in the order they would appear:

LB	LB	LB	Write answer in this space:	LB	LB	LB
370	307	370		307	370	370
A86	H37	A25		H37	A25	A86

SUBJECT HEADINGS (2 points per answer)

Answer the following questions about subject headings:

1. The Library of Congress Subject Headings is the standard source used by catalogers to assign subject headings to a book. True or False? (circle one)
2. Is "Contumacy (Canon Law)" a valid Library of Congress Subject heading? _____
3. Under the main heading of "Literature" in the Library of Congress Subject Headings, list two (2) of the "sa" (see also) headings:

(see LC Subject Headings) and (see LC Subject Headings)

GENERAL INDEXES: READER'S GUIDE and MAGAZINE INDEX (3 points per answer)

1. Explain in simple terms what the purpose of an index is:

to provide locational information (citations) for articles published in
magazines.

2. True or False? (circle one) General interest magazines deal with one specific subject and are usually written in a hard-to-understand professional language.
3. True or False? (circle one) A citation in an index is actually the "address" for a magazine article.
4. True or False? (circle one) When conducting a subject search of Reader's Guide or Magazine Index one needs to think of his topic in general terms (or main headings); subheadings under the main headings help you zero in on a specific area of your topic.
5. True or False? (circle one) Just because a citation is in Reader's Guide does NOT mean that we have the magazine in this library; you have to check the Periodicals List to see if we have the issue you want.
6. True or False? (circle one) If a magazine title is not found in the Periodicals List then we do not have it in this library.
7. True or False? (circle one) To get unbound back issues of a magazine you have to request them at the Circulation Desk.
8. Go to the preliminary pages of a fairly recent bound (hardcover) volume of Reader's Guide (Index Table B). Find the page with the one-word heading "ABBREVIATIONS." Using the information on that page "decode" what the following abbreviations mean:

v= volume Je= June

9. In the same preliminary pages find the page with the heading "ABBREVIATIONS OF PERIODICALS INDEXED." Decode the following magazine title abbreviation:

Chr Cent= Christian Century

10. Remember that if the abbreviation in the list of "ABBREVIATIONS OF PERIODICALS INDEXED?" has a dash by it that means that we do subscribe to it (or have subscribed to it at some time in the past). With this in mind, do we presently, or have we ever subscribed to the following? Write YES or NO in the space.

Futurist: NO Cycle: NO

NAME: ANSWER KEY

UNIT II Evaluation A (continued)

Using your workbook text for Unit II, answer the following items about the example given below of a magazine title from the Periodicals List:

Life

B 1937 - Dec. 29, 1972

UB Oct., 1978+

- (a). If you wanted the April, 1943 issue of Life magazine, in what form (bound, unbound, or microfilm) would it be?

bound (B)

- (b). Which issues of Life magazine exist in a bound format?

1937-Dec. 29, 1972

- (c). From Oct., 1978 to the present Life magazine is in what form?

unbound (UB)

SPECIAL INSTRUCTIONS!!

Upon completion of this Unit II exercise return the tape recorder and tape to the Circulation Desk. Also, turn in your Unit II post evaluation exercise at the Circulation Desk. It will be graded and the grade posted within the next day or so.

Score: _____

Bonus pts.: _____

NAME: ANSWER KEY

UNIT III Evaluation A

Social Security #: _____

INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit III. This evaluation will be graded on a pass/fail basis. In order to pass Unit III you must score at least 70; point values for each question are given with each group of questions. WORK ALONE! You may use your workbook text to verify your answers.

SPECIALIZED INDEXES (3 points per answer)

True or False. Write your response (T or F) in the space provided.

- true 1. Humanities Index indexes English language periodicals only (check the comments in the prefatory pages of the index).
- true 2. Like Reader's Guide, the Humanities Index uses many abbreviations in its citations; you must use the preliminary pages to "decode" citations.
- false 3. Humanities Index provides citations and abstracts of articles.
- true 4. One may use a subject approach in both Humanities Index and Essay and General Literature Index.
- true 5. In Essay and General Literature Index and Humanities Index articles about an author's work(s) are found under that author's name and then under the subheading "about."
- true 6. Essay and General Literature Index indexes materials in collections of essays and miscellaneous works (check comments in prefatory pages of index).
- false 7. The last section of Essay and General Literature Index is "List of Books Indexed."
- true 8. The last section of Essay and General Literature Index is "Directory of Publishers and Distributors."
- true 9. Once you've found a citation in Essay and General Literature Index that you would like to see you must go to the card catalog and conduct an author/title search of the book that is cited in order to determine if we have that particular book in Russell Library.
- false 10. Encyclopedia of World Literature in the Twentieth Century includes information on American authors only.
- false 11. In order to conduct a comprehensive search of all volumes of Contemporary Literary Criticism you must look in the index of every single volume of the 28-volume set.
- true 12. Encyclopedia of World Literature in the Twentieth Century includes information on the literature of specific countries.

SHORT ANSWER (4 points per answer)

1. Give one example (title) of a specialized index: Examples include: Art Index, Education Index, Business Periodicals Index, Biography Index, etc.
2. Give one example (title) of a general index (NOT a magazine title): Reader's Guide to Periodical Literature OR Magazine Index
3. Select any two (2) names from the following list of authors. Using Encyclopedia of World Literature in the Twentieth Century (EWLTC) indicate on what page you can find a main article about them (ANSWER ANY TWO):
- a. JARRELL, Randall- EWLTC page #: 175 c. MAILER, Norman-EWLTC page #: 368
- b. CAMUS, Albert - EWLTC page #: 195 d. SANDBURG, Carl-EWLTC page #: 226

SPECIALIZED LITERARY REFERENCE SOURCES (3 points per answer)

1. The Reader's Encyclopedia- There are two copies of this literary source. One is kept in the Reference Alcove (Ref PN 41 .B4, 1965), the other is on Reserve at the Circulation Desk. Using one of the copies, briefly (one sentence) describe the following term and title:

lotus- (Egyptian) a name of many plants

The Blithedale Romance- (Hawthorne) a novel about a Utopian community modeled on Brook Farm.

2. Dictionary of Literary Terms-There are two copies of this specialized dictionary. Like Reader's Encyclopedia, one copy is in the Reference Alcove (Ref PN 41 .C83x, 1976), the other on Reserve. Using one of the copies, briefly describe the following term:

yoruri- a form of Japanese puppet theatre.

Twentieth Century Short Story Explication-The third edition of this work is on Reserve at the Circulation Desk; two other copies are in the Reference Alcove (Ref Z 3917 .S5 W33, 1977). MAKE SURE YOU DO NOT HAVE THE SUPPLEMENT. Use one of the copies to answer the following:

1. Find the title of an article written by Malcolm Bradbury about Stephen Crane's short story "Maggie: A Girl of the Streets." Write the title below:

"Romance and Reality in 'Maggie'"

2. How many citations of writings are listed for Eudora Welty's short story "Why I Live at the P.O.?" thirteen (13)
3. Using the "Index of Short Story Writers" at the very back of the book (a). who is the very first author listed? Acchebe (b). what page does the index refer you to about him? one (1)
4. True or False? (circle one) Twentieth Century Short Story Explication includes citations for critical writing in both books and selected journals.
5. Is there a critical writing citation for Richard Brautigan's short story "Revenge of the Lawn?" yes If so, write the COMPLETE CITATION (including page number) in the space below; if not, write "not applicable."

Malley, Terrence, Richard Brautigan, 39-43.

6. Is there a critical writing citation for Kurt Vonnegut's "Slapstick?" no If so, write the complete citation below; if not, write "not applicable."

not applicable

Encyclopedia of World Literature in the Twentieth Century (Ref PN 774 .L433, 4 vols.)- Use this source to answer the following questions. PLEASE USE THIS SET ONLY IN THE REF. ALCOVE--Make sure you put it back where it belongs...thanks.

7. In volume 1 there is an entry for E. E. Cummings. Using that volume, answer the following questions about Cummings:

a. nationality- American

c. birthplace- Cambridge, Mass.

b. birthdate- October 14, 1894

8. Using volume 1, what do the "T" and the "S" initials in T. S. Eliot's name stand for? Thomas Stearns (T. S.) Eliot

SPECIAL INSTRUCTIONS: Turn this exercise in at the Circulation Desk for grading.

Score: _____

Minus pts.: _____

NAME: ANSWER KEY

UNIT IV Evaluation A

Social Security #: _____

INSTRUCTOR: _____

INSTRUCTIONS: The questions below are designed to evaluate your general understanding of the information presented in Unit IV. This evaluation will be graded on a pass/fail basis. In order to pass Unit IV you must score at least 70; point values for each question are given with each group of questions. **WORK ALONE!** You may use your workbook text to verify your answers.

BOOK REVIEW SOURCES (4.5 points per answer)

1. Book Review Digest provides only citations to book reviews. True or False?
2. Book Review Index provides both citations and excerpts from actual reviews. True or False?
3. Using Book Review Digest give the location of one review for any one of the following books (I want the magazine title, date, and page number).

Marilyn: a biography, by Norman Mailer, published in 1973.

How to Play Better Football, by C. Paul Jackson, published in 1972.

Review location: numerous locations for either title

4. Using Book Review Index list the title of one book written by Frank M. Tierney which was reviewed in 1980 or 1981 (pay attention to dates):

Crawford Symposium OR any "Silly Sally and the..." title

5. The following is a sample citation taken from Book Review Index. Answer the questions about this citation which follow:

MORGAN, Richard E. - Power and Light

LJ - v106 - D 1 '81 - p 2326

- (a). What is the title of the book being reviewed? Power and Light
 - (b). Who wrote the book? Richard E. Morgan
 - (c). In what magazine does the review appear? Library Journal
 - (d). Checking the Periodicals List, do we have this magazine here for the above date? yes
 - (e). If we have this magazine for Dec. 1, 1981, is it bound, unbound, or on microfilm? (if we don't have it write "not applicable") bound
6. Using the 1980 or 1981 volume of Book Review Index, were any reviews written during '80 or '81 on works by Dorothy Rubin? yes What about works by Sloane Davis? no

PRACTICE IN APPLICATION OF BASIC SEARCH SKILLS (4.5 points per answer)

1. You are interested in locating several general interest magazine articles on the topic "Publishers and Publishing." Where is probably the best place to start your search? Reader's Guide to Periodical Literature OR Magazine Index

2. You have found a critical writing on a short story, but it's full of "big words" and unfamiliar literary phrases. The main character in the short story is described in the article as a "Machiavel;" you're not exactly sure what this means, so you need a literary definition.
- (a). What source could you use to find this? Dictionary of Literary Terms
- (b). What does "Machiavel" mean? (use the source you cite above) character type; villain; sinister, unscrupulous
3. You are interested in finding a very brief (2 or 3 paragraphs) summary of "The Blithedale Romance" by Nathaniel Hawthorne. It's not in the World Book Encyclopedia. Where could you find it? Reader's Encyclopedia OR Masterplots
4. You are interested in locating books on the subject of "Poetry for Children," but you've checked the "P" drawer in the card catalog and we do not have a subject entry there. What source could you use to check to see if you were using the right subject heading? Library of Congress Subject Headings
- According to this source, what subject heading should you use?
Children's Poetry OR Nursery Rhymes OR Poetry and Children
5. You are interested in locating magazine articles (general interest and specific) on a particular literary work. Check below which of the following sources you could use in your search:
- | | |
|-----------------------------------|---|
| <u>Education Index</u> | <u>Reader's Guide</u> |
| <u>Psychological Abstracts</u> | XX <u>Essay and General Lit. Index</u> |
| XX <u>Humanities Index</u> | <u>Biological Abstracts</u> |
| <u>Business Periodicals Index</u> | XX <u>Contemporary Literary Criticism</u> |
6. Where could you find a critique, plot summary, list of characters, and "further critical evaluation," all in one source? Masterplots

SPECIAL INSTRUCTIONS:

Turn in evaluation exercise in at the Circulation Desk for grading.

APPENDIX V:
In-class Examination
(with answers)

*Two deparate in-class examinations, almost identical in appearance, were developed to be administered in class. This was done to discourage cheating on the in-class exam. Students were told that there were two different test forms. Test forms were alternated across rows when they were distributed to the students. Scores from this test were reported to the English 102 instructors and averaged into the student's final course grade.

NAME: ANSWER KEY

English 102 Library Skills Examination-A

Social Security No.: _____

INSTRUCTOR: _____

INSTRUCTIONS: The following items are designed to test your understanding of the basic library concepts and skills presented in the English 102 Library Workbook. Your score on this test will count toward the calculation of your final course grade, so please read and answer all questions carefully.

TRUE or FALSE: Indicate whether each of the following statements is true or false by placing a T (true) or an F (false) in the blank to the left of the statement.

- true 1. There is no limit to the number of books that you may check out at any given time.
- true 2. The Georgia College Library has a "split" collection, i.e., we currently have a Dewey Decimal collection and a Library of Congress collection.
- false 3. Magazines in the Georgia College Library exist in only two (2) formats: bound and unbound.
- true 4. The Periodicals List is designed to let you know what magazines are available in the Georgia College Library.
- true 5. The purpose of an index is to provide you with locational information for magazine articles on certain subjects.

MULTIPLE CHOICE: Circle the BEST response.

1. Reader's Guide to Periodical Literature is
- a. a general index
b. arranged alphabetically
c. published monthly
☒ d. all of the above
2. The Periodicals List
- a. is arranged alphabetically
b. tells you if a magazine is bound, unbound, or on microfilm
c. tells you what magazines are available at Georgia College Library
☒ d. all of the above
3. Which of the following sources could you consult to determine the appropriate subject heading to use when conducting a subject search of the card catalog?
- a. Dictionary of Literary Terms
☒ b. Library of Congress Subject Headings
c. Periodicals List
d. Roget's Thesaurus
4. Georgia College Library has a "divided" card catalog. This means that
- a. there is an author side and a title side
b. there is a subject side and a title side
c. there is an author side and a subject side
☒ d. there is an author/title side and a subject side
5. You can tell the difference between an author card catalog card and a title card catalog card because
- a. author cards are stamped "AUTHOR" in the upper left corner
b. title cards are stamped "TITLE" in the upper left corner
c. the call numbers are different
☒ d. none of the above

PERIODICALS LIST/Fill in the blank: Using the example below taken from the Periodicals List answer the questions which follow.

Southern Literary Review

B 1937-1944

UB 1945-1946

M 1947+

1. According to the above listing, do we still subscribe to Southern Literary Review? yes
2. In what form would the 1963 issues of the above magazine be? (bound, unbound, or microfilm) microfilm
3. True or False (circle your answer). The September, 1944 issue of Southern Literary Review would be unbound.
4. True or False (circle your answer). The June, 1946 issue of Southern Literary Review would be unbound.

MATCHING: Match the appropriate description on the right to the appropriate source on the left by placing the correct letter in the space which has been provided.

NOTE-one description may be used twice.

C Book Review Digest

E Dictionary of Literary Terms

I Reader's Guide

A Masterplots

C Book Review Index

B Reader's Encyclopedia

F Humanities Index

H Lib. of Congress Subject Headings

D Periodicals List

G Essay and General Literature Index

A. a 12 volume set of plot summaries and critical evaluations of over 2000 literary works.

B. a specialized encyclopedia which gives brief explanations of literary movements, styles, characters, specific works, and terms.

C. a source for locating book reviews.

D. an alphabetical listing of magazines available at Georgia College Library.

E. a specialized dictionary which defines literary terms.

F. a specialized index which provides citations to magazine articles.

G. a specialized index which provides citations to magazine articles and essays which have appeared in books.

H. the standard source used to determine card catalog subject headings.

I. a general index that provides locational information for magazine articles written about specific subjects.

CALL NUMBERS: Put the following call numbers in the correct order.

Correct order:

PS	PZ	PZ	PR	PR	PS	PZ	PZ
1461	1461	1460	1477	1477	1461	1460	1461
.K3	.K3	.K2	.R14	.R14	.K3	.K2	.K3

NAME: ANSWER KEY

English 102 Library Skills Examination-B

Social Security No.: _____

INSTRUCTOR: _____

INSTRUCTIONS: The following items are designed to test your understanding of the basic library concepts and skills presented in the English 102 Library Workbook. Your score on this test will count toward the calculation of your final course grade, so please read and answer all questions carefully.

TRUE or FALSE: Indicate whether each of the following statements is true or false by placing a T (true) or an F (false) in the blank to the left of the statement.

- false 1. There is a 5 item limit to the number of books that you may check out at any given time.
- true 2. The Georgia College Library has a "split collection," i.e., we currently have a Dewey Decimal collection and a Library of Congress collection.
- true 3. Magazines in the Georgia College Library exist in only three (3) formats: bound, unbound, and microfilm
- true 4. The Periodicals List is designed to let you know what magazines are available in the Georgia College Library.
- false 5. The purpose of an index is to tell you what magazines are available in the Georgia College Library.

MULTIPLE CHOICE: Circle the BEST response.

1. Reader's Guide to Periodical Literature is

- a. a specialized index c. published annually
☒ b. arranged alphabetically d. both b and c

2. The Periodicals List

- a. is arranged alphabetically c. tells you what magazines are
b. tells you if a magazine is bound, un- available in Georgia College Library
 bound, or on microfilm ☒ d. all of - above

3. Which of the following sources could you consult to determine the appropriate subject heading to use when conducting a subject search of the card catalog?

- a. Dictionary of Literary Terms ☒ c. Library of Congress Subject Headings
b. Periodicals List d. Roget's Thesaurus

4. Georgia College Library has a "divided" card catalog. This means that

- ☒ a. there is an author/title side and a subject side
b. there is an author side and a title side
c. there is a subject side and a title side
d. there is an author side and a subject side

5. You can tell the difference between an author card catalog card and a title card catalog card because

- a. author cards are stamped "AUTHOR" in the upper left corner
b. title cards are stamped "TITLE" in the upper left corner
☒ c. none of these answers are correct
d. the call numbers are different

PERIODICALS LIST/Fill in the blank: Using the example below taken from the Periodicals List answer the questions which follow.

Southern Literary Review

UB 1937-1944

B 1945-1946

M 1947-1963

1. According to the above listing, do we still subscribe to Southern Literary Review? no
2. In what form would the 1963 issues of the above magazine be? (bound, unbound, or microfilm) microfilm
3. True or False (circle your answer). The September, 1944 issue of Southern Literary Review would be unbound.
4. True or False (circle your answer). The June, 1946 issue of Southern Literary Review would be unbound.

MATCHING: Match the appropriate description on the right to the appropriate source on the left by placing the correct letter in the space which has been provided.

NOTE-one description may be used twice.

- | | |
|--|--|
| <u>C</u> <u>Book Review Digest</u> | A. A 12 volume set of plot summaries and critical evaluations of over 2000 literary works. |
| <u>E</u> <u>Dictionary of Literary Terms</u> | B. A specialized encyclopedia which gives brief explanations of literary movements, styles, characters, specific works, and terms. |
| <u>A</u> <u>Masterplots</u> | C. A source for locating books reviews. |
| <u>G</u> <u>Essay and General Literature Index</u> | D. An alphabetical listing of magazines available at Georgia College Library. |
| <u>H</u> <u>Library of Congress Subject Headings</u> | E. A specialized dictionary which defines literary terms. |
| <u>D</u> <u>Periodicals List</u> | F. A specialized index which provides citations to magazine articles. |
| <u>F</u> <u>Humanities Index</u> | G. A specialized index which provides citations to magazine articles and essays which have appeared in books. |
| <u>C</u> <u>Book Review Index</u> | H. The standard source used to determine card catalog subject headings. |
| <u>I</u> <u>Reader's Guide</u> | I. A general index that provides locational information for magazine articles written about specific subject. |
| <u>B</u> <u>Reader's Encyclopedia</u> | |

CALL NUMBERS: Put the following call numbers in the correct order.

PS	PS	PS	PS	PS	PS	PS	PS	PS
1461.01	1461	1460	1477	1460	1461	1461.01	1477	
.K3	.K3	.K2	.R14	.K2	.K3	.K3	.R14	

Correct order:

APPENDIX VI:

Workbook Evaluation Form with Comments

STUDENT EVALUATION OF THIS WORKBOOK

In an effort to improve this workbook and refine the instructional units for future sections of English 102 we would appreciate your input on what you thought about this library skills instruction workbook. DO NOT SIGN YOUR NAME TO THIS EVALUATION...it is intended to be anonymous. We simply want your honest reaction to the format and content of the workbook based on your responses to the following numbered items.

- (1). How would you rate this workbook as an instructional resource?
(Circle your response)

1	2	3	4	5
Very	Uneffective	Moderately	Effective	Very
Uneffective		Effective		Effective

- (2). Audio tapes were used with the workbook information in Units I and II. Did you prefer the audio tapes over the strictly written workbook approach used in Units III and IV? (Circle your response)

1	2	3
prefer	No preference	prefer
audio tapes		written approach
(Units I & II)		without tapes

- (3). Respond to the following statement by circling the response which best describes your opinion: This workbook and the information presented is likely to be valuable to me in terms of future college courses I will take.

1	2	3	4	5
Strongly	Disagree	Don't	Agree	Strongly
Disagree		Know		Agree

- (4). Respond to the following statement by circling the response which best describes your opinion: The information and sources presented in this workbook helped me with my documented theme.

1	2	3
No	Helped	Helped a
Help	Some	Great Deal

- (5). Please comment as to what you feel were the weakest aspects of this workbook (please, try to be as specific as possible): _____

- (6). Having completed this English 102 workbook, please make any comments/ recommendations (positive or negative) as to how we can improve it for future sections of English 102, i.e., what should be kept, what should be deleted, what should be added, etc.: _____

- (7). Other comments regarding this workbook or English 102 library instruction in general: _____

PLEASE TURN THIS EVALUATION IN AT THE CIRCULATION DESK OR TO YOUR ENGLISH
102 INSTRUCTOR. Thanks for your input!!

This library skills workbook was piloted in three sections of Freshman English during the Fall, 1984 academic quarter. The preceding evaluation form was administered to students in these three sections. Completion of the evaluation was strictly voluntary; all evaluation comments/responses were anonymous. Of 72 total students enrolled in the three classes, 49 returned completed evaluation forms for a response rate of 68 per cent.

The library skills workbook evaluation form included both open-ended and closed-ended items to allow students a maximum opportunity for evaluating the workbook. The results of the closed-ended evaluation items (items one through four) are shown below. The numbers in parentheses represent the number of responses, followed by the percentage of the total number of responses.

Item #1: How would you rate this workbook as an instructional resource?

1	2	3	4	5
Very Uneffective	Uneffective	Moderately Effective	Effective	Very Effective
(0) 0%	(0) 0%	(7) 14.3%	(32) 65.3%	(10) 20.4%

Item #2: Audio tapes were used with the workbook information in Units I and II. Did you prefer the audio tapes over the strictly written workbook approach used in Units III and IV?

1	2	3	N/A
prefer audio tapes	No preference	prefer without tapes	Those who Clepped Units I & II
(7) 14.3%	(19) 38.8%	(20) 40.8%	(3) 6.1%

Item #3: Respond to the following statement by circling the response which best describes your opinion: This workbook and the information presented is likely to be valuable to me in terms of future college courses I will take.

1	2	3	4	5
Strongly Disagree	Disagree	Don't Know	Agree	Strongly Agree
(0) 0%	(2) 4.1%	(3) 6.1%	(32) 65.3%	(12) 24.5%

Item #4: Respond to the following statement by circling the response which best describes your opinion: The information and sources presented in this workbook helped me with my documented theme. NOTE: Three students gave no response to this item.

1	2	3
No	Helped	Helped a
Help	Some	Great Deal
(5) 10.2%	(25) 51%	(16) 32.7%

Items five through seven on the evaluation were open-ended items and were responded to less consistently than the closed-ended items, i.e., more students left these blank. The responses to these items are summarized below.

Item #5: Please comment as to what you feel were the weakest aspects of this workbook (please, try to be as specific as possible).

Of 36 responses to this item, 17 stated that they noted no weak points. The next most frequent comment was that not enough practice was required with the sources that were presented. Other comments included dislike for the audio tapes used with Units I and II; too time-consuming; too much detail; answers were too easy to find; and too much material was presented.

Item #6: How can we improve the workbook for future sections of English 102, i.e., what should be kept, what should be deleted, what should be added, etc.

The most consistent response was to keep everything the way it was (ten students commented to that effect). Other comments included deleting the audio tapes; keeping the audio tapes; cutting down on some of the repetition in Units I and II; providing more information on the card catalog and indexes; and, keeping the CLEP component. One student suggested that a separate undergraduate course be offered on library research methodology!

Item #7: Other comments.

Seventeen students used this item basically to express their positive reaction to the workbook as an instructional resource and to indicate that they had "learned a great deal." Several comments indicated that some

students had had some difficulty locating the sources they needed because the student who used them previously had failed to put them back on the shelves where they belong.

The results of this first student evaluation of the workbook have been interpreted by the author to be overwhelmingly positive. There are a few areas which may receive consideration as more evaluations are conducted with future groups, i.e., possible deletion of the Unit I and Unit II audio tapes. However, we feel that the workbook has been a success and plan to continue using it until such time that it is no longer appropriate for the goals and objectives of the course. Having experienced (and survived!) the "organizational and developmental pains" in writing this workbook we feel confident that it has definite applications in other subject areas.